



# ROBINA STATE SCHOOL

## STUDENT RESOURCE SCHEME

### Purpose

A *parent* is directly responsible for providing the student with textbooks and other resources for a student's use while attending school. As a service to assist parents with the cost of these educational resources, Robina State School will operate a Student Resource Scheme (the Scheme) in accordance with Education Queensland guidelines<sup>1</sup> and with the support of the school's Parents and Citizens Association (P&C). The purpose of the Scheme is to provide parents with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

### Overview

The Student Resource Scheme enables a parent to enter into a written agreement<sup>2</sup> with the school that, in return for payment of a specified annual participation fee, provides for the participating student's temporary use of prescribed textbooks and other resources and/or for the purchase by the parent of consumables and materials for the student's use. The written agreement is attached.

The Scheme is not used to raise funds for other purposes. Participation fees are directly applied to fund the service delivered by the Scheme. It provides the entire package for the specified participation fee and is not available in parts unless specifically provided for by the school in the scheme fee structure.

The Scheme is referred to as a Student Resource Scheme, regardless of the extent of goods and services provided by the scheme, for example textbooks, hire of musical instruments.

The operation of the scheme is required to be supported annually by the Parents and Citizens' Association (P&C), and the Scheme was endorsed by the Robina State School P&C Association at the September General Meeting for commencement in the new year. The Scheme will be managed by the school and whilst the principal may enter into supply arrangements for items provided by the Scheme with third parties, the principal is responsible for the management of the Scheme.

### The School Resource Scheme for 2017 endorsed by the Robina State School P&C Association at the September general meeting will be:

- **PREP \$140 (no book pack)**
- **Year 1 \$140 (no book pack)**
- **Year 2 to 6 \$50**

Participation in the scheme is voluntary, and no obligation is placed on a parent to participate. A parent's decision to participate is based on consideration of the value afforded by the scheme.

If a parent chooses to participate in the scheme and completes a Participation Agreement Form, a participation fee is due and payable by the parent in accordance with the timeframes stipulated by the school. On lodgment of the completed Participation Agreement Form with the school and payment of the participation fee in accordance with the agreed payment arrangement, the school shall provide the items to the student when due for the student's use.

Payment of the participation fee by the parent is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt recovery processes.

A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List provided herein, to enable the student to engage with the curriculum.

<sup>1</sup> Queensland Government, Department of Education, Training and Employment *Student Resource Scheme Policy*, viewed on 14 October 2011  
<<http://ppr.det.qld.gov.au/corp/finance/services/Pages/Student-Resource-Scheme.aspx>>

<sup>2</sup> Enclosed but also available via Queensland Government, Department of Education, Training and Employment *Participation Agreement Form*, viewed on 14 October 2012 <http://ppr.det.qld.gov.au/corp/finance/services/Procedure%20Attachments/Student%20Resource%20Scheme/form.pdf>

The Student Resource Scheme includes textbooks and/or educational resources that, in the absence of the scheme, would be purchased by the parent for the student's use at school. The Scheme includes printed material such as workbooks and worksheets, produced by the school in lieu of prescribed textbooks.

Education Queensland's *State Education Fee Matrix*<sup>3</sup> outlines the goods and services commonly provided to a student and included in school fees and all items included in the Student Resource Scheme are compliant with this matrix.

- If you choose not to participate you will be expected to provide the resources for your child/ren and then the books and resources will be yours to keep.
- If you choose to participate all items provided for temporary student use by the scheme remain the property of the scheme and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier. Items provided for temporary student use shall be kept in good condition by the student. Where an issued item is lost or negligently damaged or not returned, the parent may be invoiced and required to pay the replacement cost of the item.

The Student Resource Scheme does not include:

- a voluntary financial contributions request to supplement the instruction, administration and facilities for the education of the student at the school
- student internet access
- resources funded by the state through grant funding to provide a core educational service
- optional school activities such as excursions, camps, performances, and formals.

Before a student can be considered for participation in an optional school activity, a parent who has joined the Scheme is expected to have:

- fully paid the Student Resource Scheme participation fee or
- paid the Student Resource Scheme participation fee up to and including the term in which the school activity takes place or
- made regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged with the principal or
- been exempted by the principal from paying all or part of the Student Resource Scheme participation fee.

The principal is to use discretion in choosing to exclude a student from an optional school activity due to non-payment of the Student Resource Scheme participation fee. A student, whose parent has joined the Student Resource Scheme but not paid the participation fee, will continue to be provided with instruction, administration and facilities for the education of the student at the school.

The Student Resource Scheme is not intended to be a deterrent to a student enrolling at Robina State School or choosing a particular subject. The school and the Department commits to working to support all students and families, and to ensure that students are able to access the resources they need to engage with the curriculum. No student should be disadvantaged educationally because of financial hardship, and discretion and sensitivity will be exercised in managing these issues.

Parents experiencing financial hardship are encouraged to contact the principal to discuss payment or resourcing options that may be available to accommodate their circumstances, including the waiving of a fee, entirely or partly, by the principal. Onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.

In considering information from a parent to substantiate financial hardship, Robina State School will comply with the *Information Privacy Act 2009 (Qld)* and the Information Privacy Principles contained in Schedule 3<sup>4</sup> of that Act. The extent of information requested and the way that it is sought will be fair and not unreasonably intrude into the personal affairs of the parent. The principal will document the reason for making a decision to waive a fee, entirely or partly, but is not required to retain copies of the information from a parent.

### **For more information**

Parents are encouraged to regularly visit the School's website for further information, copies of all relevant forms and timeframes. Inquiries can also be directed to the school and/or the P&C Association in person or via email as below.

---

<sup>3</sup> Queensland Government, Department of Education, Training and Employment *State Education Fee Matrix*, viewed on 14 October 2011  
<<http://ppr.det.qld.gov.au/corp/finance/services/Pages/Student-Resource-Scheme.aspx>>

<sup>4</sup> Queensland Government, *Information Privacy Act 2009 'Schedule 3'*, viewed on 14 October 2012  
<<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf>>

