ALEXANDRA HILLS STATE HIGH SCHOOL

STUDENT RESOURCE SCHEME 2018

INFORMATION, TERMS AND CONDITIONS

The Student Resource Scheme has been implemented in this school to ensure that all students have the necessary resources to support their educational requirements. It is also intended as a convenience to parents/caregivers to provide a more economical option to purchasing all requirements each year.

The Alexandra Hills State High School Parents’ and Citizens’ Association formally authorises the continuation of the Student Resource Scheme.

Contribution to the scheme is voluntary. Parents/Caregivers are under no obligation to join, however, they will need to provide all requirements and pay for resources for the students if they elect not to join the scheme. (See list below)

The Student Resource Scheme operates at this school under the policy and guidelines of Education Queensland. Parents wishing to take advantage of the resources and services provided by the scheme pay an annual contribution and any special subject charges (ie instrumental music) and sign an agreement to comply with the conditions of the scheme.

For operational efficiency and to ensure quick service, please be aware that we bulk invoice the Resource Scheme fees prior to receiving the signed participation/non-participation forms. Invoices will be credited/adjusted accordingly once the participation/non-participation forms are received. Payment in total of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.

BENEFITS OF PARTICIPATING IN THE SCHEME

Students participating will receive many resources required in the course of their studies.

These resources include:

- textbooks required for each subject
- technology support and license
- prescribed resources for subjects studied
- student study planner
- credit towards computer printing costs
- class sets of texts for some subjects
- reproduced class workbooks, worksheets and teacher-prepared material which complement and/or substitute for textbooks
- student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials, in excess of those provided by school grants, eg art and craft supplies; cooking materials
- Art, Home Economics, Industrial Design & Technology consumables
ACTIVITIES NOT COVERED BY THE SCHEME
The scheme does not cover students’ personal requisites such as stationery and writing materials. Resources not covered under the Student Resource Scheme are included on the STATIONERY REQUIREMENTS LIST for each year level. These items are to be purchased by the student.

- excursions / incursions
- work experience placements – Years 10 to 12
- TAFE courses – Years 10 to 12
- courses / certificates offered by external providers – Years 10 to 12
- QCS Fee – Year 11 and 12
- Distance Education Fees
- dance troupe
- music contribution and instrument hire
- camps
- Rugby League Development Program
- Biozone Science Books
- other resources / services may be recommended for purchase

PAYMENT OF FEES

To assist families with forward planning, Student Resource Scheme payments may be made from 17th October.

Students enrolling in the Brisbane School of Distance Education must have the relevant fees PAID IN FULL BEFORE the course is activated. There are no refunds given if the student cancels their enrolment in the course. Students enrolling in TAFE courses are required to meet any costs involved with the courses.

Parental contributions for 2018 have been endorsed by the school’s P&C and are set at:

( Parent/Guardians DO pay this amount)

- Year 7 $300
- Year 8 & 9 $335
- Years 10, 11 & 12 $375

If your child participates in the Music Program, Sports Excellence, Rugby League Development, Childcare or any other extra courses offered, a fee over and above the SRS amount will be payable.

The Government Textbook and Resource Allowance from Education Queensland (as of January 2017) $123 for Years 7 – 10 and $266 for Years 11 – 12. These amounts have already been deducted when determining the 2018 fee.

All parent contributions are to be paid online or at the Cashier’s office located in the Administration Block. Payment options are phone, EFT (bank transfer) cash, EFTPOS (over the counter) Visa/Mastercard, BPPoint or Centerpay. The school office will be open to receive payments from 8am – 12.30pm and then from 1.30pm – 3.45pm from 17th October to Friday 1st December for all year levels.

Full payment or an approved payment plan must be made on or before the first day of classes in 2018 unless alternative arrangements have been made. Payments are able to be made from Tuesday 16th January and must be received by Monday 22nd January 2018 to ensure student resources are received at the commencement of the 2018 school year.
After negotiation with the school parent contributions can be set up via BPoint eDDR Process. Information re this process is available on the Website under Support and Resources / Payments.

It is understood that some families can experience financial difficulties. If you receive Centrelink Payments the option of paying by Centrepay may be one that suits, please ask us about this. Parents/caregivers in these circumstances are urged to contact Ms Karen Chatfield, Cashier’s Office on 38201401 to discuss individual payment options. All discussions will remain confidential.

Where students commence school after the last Friday in February, the parent contribution will be reduced on a pro-rata basis. If a student is transferring from another Queensland school it will be necessary to also charge a pro-rata amount of the Government Levy also as the previous school would have already received this. The full cost of the ID Card and Student Study Planner will be payable.

NON-PAYMENT OF PARENT CONTRIBUTION

The school operates the Student Resource Scheme to benefit all eligible students. It is not viable for the school to provide this service if parent contributions are outstanding. Parents are requested to finalise the previous year’s outstanding balance to be eligible to join the scheme for the current year.

Students with outstanding parent contributions for prior or current years may be denied the opportunity to participate in optional activities including but are not limited to:

- Any overseas trip
- Attending trips as a team supporter
- Camps and enrichment activities
- Dances and other social activities
- Year 10 Dinner Dance
- Year 11 Dance
- Other activities that are deemed optional

Those parents/caregivers signing to join the Student Resource Scheme at this school have entered into an agreement and there is an obligation to pay the parent contribution in exchange for the use of certain resources.

Government Textbook and Resources Allowance

Not all students at Alexandra Hills State High School are eligible for the Textbook and Resource Allowance. Eligibility is dependent on:

- Full time status
- Being under the age of 19 years as at 1 January in the year they commence their Year 11 or 12 studies.
- Parents/Caregivers of students residing in Queensland
- Overseas students having permanent residence entry visas.
- Student being enrolled before the July/August Census.
Every eligible student receives a contribution from Education Queensland to offset some of the costs of textbooks and resource purchases. The school has been authorised by the Parent’s and Citizen’s Association to receive a bulk payment from Education Queensland and deduct the relevant amount from the annual student parent contribution.

Payment of the allowance is conditional on the student maintaining enrolment up to and including the last Friday in February 2018. Parents/Caregivers not in the scheme will be required to:

- purchase all resources; and
- pay the applicable parent contribution

Details of your child’s requirements will be provided upon request and provision of a ‘non’ agreement Student Resource Scheme form.

**Conditions**

The following conditions will apply to participation in the Student Resource Scheme:

- students will supply their own personal requirements such as pens, pencils and stationery as detailed in the ‘Stationery Requirements List’ for each year level.
- books issued to students are to be kept in good condition and cleaned prior to return.
- students may be responsible for up to the full cost of books that are negligently damaged or lost. Loss or damage is to be reported to the Office staff immediately. Students will be invoiced for non-returned books.
- all textbooks remain the property of the school and must be returned when the student changes subject, leaves, or at the end of each school year.
- parent contributions are charged on a pro-rata basis and may be refunded on a pro-rata basis on leaving the school if the full charge has been paid. The refund is based on the full charge being Textbook and Resource Allowance and parent/caregiver charge, less the cost of materials consumed and/or the cost of replacing lost or damaged textbooks and library books. This request must be made in writing or on the form available at the school office.
- students will not be issued with text books or resources until they have returned all books from completed subjects and paid compensation for any lost or damaged books or resources.
- resources provided under the scheme cannot be issued to students whose parents/caregivers choose not to participate.
- the Principal may refuse to admit a student in to the scheme if there are payments overdue from the previous year/s.

**PRO RATA REFUNDS**

Students transferring to another school will be entitled after receipt of a written request to a pro-rata refund of any parent contribution paid to the school and the Textbook and Resource Allowance. The pro-rata calculation is based on a 40 week school year dependant on the date the textbooks are returned. Costs for the replacement of any lost or damaged resources will be deducted from the refund. A payment will be issued to the parent/caregiver within one month of the school being notified the student has left and confirmation that all outstanding textbooks are returned.

**Further Information**

Any enquiries regarding the Student Resource Scheme may be directed to Ms Karen Chatfield, Cashier’s Office, who can be contacted by ringing 3820 1401.