Privacy Statement

The Department of Education and Training, through the school, is collecting your personal information in accordance with clause 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by departmental employees administered to the school. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the 'scheme') that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent the time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on consideration of the value afforded to them by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation for the next school year.

9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent to the Student Resource Scheme.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection processes.

11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.

12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum.

Parents and Citizens’ Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the parents and Citizens’ Association. Parents are extended an invitation to attend these meetings and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school’s Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from http://education.qld.gov.au/grants/lund/garp/html/pap-ru-stu.html

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express) where accepted by the school, or by cheque, cash, or credit card.

16. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding school fees are listed on the invoice received from the school. If unsure of your CRN, please contact the school.

17. When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. Payment may be made in whole or by instalment by completing the Participation Agreement Form or for another amount as approved by the Principal.

18. For payments made in person by cash, cheque or credit/debit card, a $15 fee will be charged by the school.

19. For payments made through the school's website or where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the Principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Cancellation or reduction of a payment option offered by the school. All discussions will be held in the strictest confidence.

21. The onus of proof as to whether assistance can be provided as outlined in the above conditions lies with the parent.

22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

23. Payment 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.

24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to “parent” is a reference to the independent student.

25. Where a parent chooses not to participate in the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.

26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student’s use.

27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.

28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee, including, without limitation, giving of any further items under the scheme until the debt is paid.

29. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year’s scheme.

30. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.

31. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the Principal.

32. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or at the withdrawal of the student from the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the school for the replacement cost of the item. Failure to replace a textbook, or result in debt recovery action being undertaken.

33. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

34. The Principal is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, within the Year Level Requirements List and/or Subject Requirements List or otherwise advised by the school.

35. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.

36. If a student, having paid a participation fee, leaves the school during the year, a pro-rata refund will be made to the parent, calculated on the pro-rata participation fee paid, less the cost of consumables and materials as listed on the Year Level Requirements List that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.

37. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.