



DAKABIN
STATE HIGH SCHOOL
The future lies within

Year 7 2023

Student Resource Scheme Information Booklet



LEARNING | DISCIPLINE | COMMUNITY



YEAR 7 2023 STUDENT RESOURCE SCHEME

A Message from the Principal

To assist and support parents and carers with the costs associated with quality educational opportunities, Dakabin State High School (“the School”) operates a Student Resource Scheme (“SRS” or “the Scheme”). For an annual fee of **\$595.00** the Scheme offers an economical alternative for the provision of high-quality resources for students to use while attending school.

SRS is organised by the school, operates under the policy and guidelines of the Department of Education and Training (DET), and is endorsed annually by the P&C Association. Participation in the Scheme is optional; however, before you make your decision, please read the contents of this document to see the benefits of joining the Scheme.

Payment options are also available. Please complete the SRS Participation Agreement Form to formalize your participation in the Scheme and to advise of your payment intentions.

Should you be experiencing financial difficulties, please contact the Business Manager to discuss your payment options.

Books and resources are purchased in bulk and in advance, to secure discounts and to ensure students have what they need to start the year and each additional term.

A parent who does not wish to join the Scheme is responsible for providing the student with the items on this list that would otherwise have been provided to the student by the Scheme, to enable the student to engage with the curriculum. Only participants of the SRS scheme are eligible to select subjects requiring additional fees.

I look forward to your support in ensuring your student starts day one prepared and resourced for the academic challenges ahead.

Regards

Pete Keen
Principal

Statement of Intent

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, the school may choose to operate a Student Resource Scheme.

The purpose of the Scheme is to provide the parent 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.

An SRS enables a parent to enter into a written agreement (Participation Form) with the School that, in return for payment of a specified annual participation fee (\$270.00) 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 Scheme 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 to be referred to by the school as the Student Resource Scheme, regardless of the extent of goods and services provided by the Scheme, for example textbooks or hire of musical instruments. The operation of the Scheme is supported annually by the Parents and Citizens' Association (P&C).

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 then a participation fee (\$270.00) will be due and payable by the parent.

On lodgement 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 Textbooks/Resources Requirements List to enable the student to engage with the curriculum. Parents of secondary school-aged students who choose not to participate in the Scheme will receive the textbook and resource allowance directly from the school.

The SRS includes textbooks and/or educational resources that, in the absence of the Scheme, would normally be purchased by the parent for the student's use at school. The Scheme may include printed material such as workbooks and worksheets, produced by the school in lieu of a prescribed textbook. 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 will be invoiced and required to pay the replacement cost of the item.

The SRS does not include:

- Voluntary financial contribution requests to supplement the instruction, administration and facilities for the education of the student at the school
- student internet access (which is covered by a separate budget)
- 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 (extracurricular), a parent who has joined the Scheme is expected to have:

- **fully paid the SRS participation fee, or**
- **paid the SRS participation fee up to and including the term in which the school activity takes place, or**
- **made regular ongoing payments towards the SRS annual participation fee, as previously arranged with the Business Manager.**

Parents experiencing financial hardship are encouraged to contact the Business Manager to discuss payment or resourcing options that may be available to accommodate their circumstances.

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

Parents Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Uncontrolled copy. Refer to Department of Education Policy and Procedure Register <http://ppr.qed.qld.gov.au> to ensure you have the most current version of this document.



This document includes important information about the fees and inclusions for the SRS. If you have previously opted in to the SRS, your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new Participation Agreement Form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

What is provided by the Queensland Government?

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

The types of resources that will be included are:

- **Owned by the student** – eg: student diary – once provided, these items are retained by the student and used at their discretion.
- **Hired to the student** for a specific duration of time – eg: textbooks or musical instruments – these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- **Used in class** – eg: stationery, timber, material, workbooks – these items will be used in class. Finished products that are created from these resources will generally come home with the student.

The Fee

This is a flat fee calculated from core subjects for the Year 7 cohort and ensures value is provided to all students. If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

The TRA

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Year 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation as shown in the table below. Thus, the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school. Please be aware that there may be two lines of charges on your invoice, indicating the GST inclusive and GST exclusive fees, depending on the resources supplied by the SRS.

Cost Breakdown

The diagrams below reflect how the TRA has been deducted from the SRS fee for eligible students who have opted in to the Curriculum SRS.

Cost of SRS	TRA	SRS fee due
\$731.00	– \$136.00	= \$595.00

Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Release of Resources

Resources will not be distributed until the full or first payment has been paid to the school. Any unpaid invoices will be managed according to the Department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extracurricular activities until payments are made.

Return of Hired Resources

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

Contact Us

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with the Student Resource Officer at srs@dakabinshs.eq.edu.au.

Year 7: The Curriculum Student Resource Scheme Inclusions

The Curriculum Student Resource Scheme (SRS) is made up of two components. The components are general items and resources for core and elective subjects. The tables below detail the SRS inclusions for these components. Please note: All information correct at the time of printing.

General Items	Resource	Type of Resource	Acquisition Cost	Value (to parent)
General Items	Administration of scheme	Hired	\$35.00	\$35.00
	Student Diary	Owned	\$10.60	\$10.60
	Student ID Card	Owned	\$6.60	\$6.60
	Education Perfect	Hired	\$60.00	\$60.00
	One to One Laptop Program. 3-year hire Laptop, Case, Charger and Adobe program (\$350. Per year).	Hired	\$1,050.00	\$350.00
	Student Printing Allowance	Used	\$13.35	\$10.00
	Stationery Pack Includes: 8 x A4 Exercise Books, 2 x A4 Display Books, 4 x Black Pens, 4 x Blue Pens, 2 x Red Pens, 2 x HB pencils, 2 x Highlighters, 12pk Coloured Pencils, Eraser, Sharpener, Plastic Ruler, Glue Stick, Correction Tape, Large Pencil Case, Protractor, 2 x Document wallets, 1 USB Stick	Owned	\$50.00	\$25.00
Grand Total			\$1,225.55	\$497.20
Subject	Resource	Type of Resource	Acquisition Cost	Value (to parent)
English			\$51.65	\$18.35
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
	Butchers Paper, A3 paper, Coloured Paper	Used	\$26.70	\$6.70
	One Novel - Title to be chosen from Novel List by Teacher	Hired	\$19.95	\$6.65
Mathematics			\$5.00	\$5.00
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
Science			\$17.00	\$8.00
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
	Consumables for Science	Used	\$12.00	\$3.00
Humanities			\$31.70	\$11.70
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
	Butchers Paper, A3 paper, Coloured Paper, Grid Paper	Used	\$26.70	\$6.70
Digital Technologies			\$5.00	\$5.00
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
Pathways			\$5.00	\$5.00
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
Japanese			\$50.00	\$14.50
	Class workbooks/worksheets	Owned	\$5.00	\$5.00
	Japanese-English Dictionary	Hired	\$35.00	\$7.00
	Origami paper, poster paper, butchers' paper, coloured paper	Used	\$10.00	\$2.50
Health & Physical Education			\$5.00	\$5.00
	Class workbooks/worksheets	Owned	\$5.00	\$5.00

Industrial Technologies and Design			\$167.90	\$45.00
Class workbooks/worksheets	Owned	\$5.00	\$5.00	
Consumable materials	Owned	\$100.00	\$25.00	
Introducing Technology: A text for Australian Secondary Students	Hired	\$54.95	\$11.00	
Safety Glasses	Hired	\$7.95	\$4.00	
Digital Innovations			\$5.00	\$5.00
Class workbooks/worksheets	Owned	\$5.00	\$5.00	
Home Economics			\$515.90	\$50.20
Apron	Hired	\$10.00	\$5.00	
Class workbooks/worksheets	Owned	\$5.00	\$5.00	
Total Food Book 1	Hired	\$47.95	\$9.60	
Total Food Book 2	Hired	\$52.95	\$10.60	
Consumables	Used	\$400.00	\$20.00	
Robotics			\$470.00	\$237.50
Class Workbooks & Worksheets	Owned	\$5.00	\$5.00	
LEGO Education EV3 Kit	Hired	\$465.00	\$232.50	
Agricultural Science			\$150.00	\$30.00
Class workbooks/worksheets	Owned	\$10.00	\$10.00	
Dynamic Agriculture Yrs 7-10	Hired	\$65.00	\$10.00	
PPE - Dusk Mask, Safety Glasses, Disposable Gloves, Gardening Overalls, Gardening Gloves	Hired	\$75.00	\$10.00	
Dance			\$540.00	\$85.00
Class workbooks/worksheets	Owned	\$10.00	\$10.00	
Portable Speaker	Hired	\$20.00	\$10.00	
Butchers paper, A3 paper, coloured paper, poster paper	Used	\$10.00	\$2.50	
Props, Costumes, Knee Pads & Consumables	Hired	\$500.00	\$62.50	
Drama			\$510.00	\$20.00
Class workbooks/worksheets	Owned	\$10.00	\$10.00	
Neutral Mask, Black Cape, Props, Costumes & Knee Pads	Hired	\$500.00	\$10.00	
Music			\$562.00	\$140.00
Headphones	Hired	\$25.00	\$12.50	
Class workbooks/worksheets	Owned	\$5.00	\$5.00	
Drum Sticks	Hired	\$50.00	\$25.00	
iPad with Garage Band App	Hired	\$467.00	\$90.00	
Guitar Pick, Guitar Strings	Used	\$15.00	\$7.50	
Visual Arts			\$197.00	\$51.40
Class workbooks/worksheets	Owned	\$5.00	\$5.00	
Handbook of Art	Hired	\$32.00	\$6.40	
Apron, Black mounting Paper, Cartridge Paper, Clay (Buff Raku 12.5kg), Fixative, Felt-tip, Marker/Sharpie Pens, Paint (Acrylic - per bottle), Paint Brushes, Pastels (Chalk), Pastels (Oil), PVA Glue, Water Colour Paint, Printing Equipment.	Used	\$160.00	\$40.00	
Media Arts			\$1,239.00	\$178.50
Class workbooks/worksheets	Owned	\$5.00	\$5.00	
Tripod	Hired	\$158.00	\$39.50	
16Gb Micro SD Card	Hired	\$9.00	\$4.50	
Equipment Hire of hardware: Video Camera,	Hired	\$600.00	\$46.00	
Equipment Hire of hardware: iPad	Hired	\$467.00	\$83.50	

2023 SRS Payment dates

Payment in Full	Full payment due: ➤ Invoices generated in term 4 2022	Wed. 7 December 2022
Payment by Instalments	First instalment due: Second instalment due: Third instalment due:	Wed. 7 December 2022 Friday 31 March 2023 Friday 23 June 2023
Approved Centrepay Payment Plan	First instalment of \$200. due: Fortnightly Instalments of \$40.00	Wed. 7 December 2022
Exclusions These fees do not include user-pay charges that occur throughout the year (school sports, excursions, trips and camps, formal, senior jersey, etc). To be eligible for user-pay activities, all other curriculum fees and charges are required to be up-to-date. Payment of a fee does not confirm eligibility for activities, as participation is contingent on all other curriculum fees and charges remaining up-to-date.		

Textbook and Resource Loans

- All laptops and resources are loaned through the school Infiniti online program in the Resource Centre. This program records resources to individual students and provides a due date for returns. Students with outstanding textbooks and resources will be considered as non-financial until the items are either returned or reimbursed for replacement costs.
- Some textbooks will be year-long issue, some for a term, others used daily or weekly for specific units of work. Every student will have the need for teacher prepared handouts, worksheets and assignment task sheets to allow for delivery of and assessment in their subjects.
- Early in Term 1 2023 laptops will be distributed to students from the Resource Centre in class groups.
- Students collecting their laptops outside of their scheduled class time can visit the Resource Centre during lunch breaks.
- Students needing to return any textbooks can place them in the chute at the Resource Centre before and after school or during lunch breaks.

➤ Extracurricular Activities – Additional Fees Apply

Subject	Resource	Type of Resource	Acquisition cost	Value (to parent)
Instrumental Music			\$100.00	\$100.00
	Participation and Sheet Music	Owned	\$50.00	\$50.00
	Hire and Servicing of Instrument	Hired	\$50.00	\$50.00
Dance Squad			\$75.00	\$75.00
	Performance Entry Fees	Used	\$20.00	\$20.00
	Costume Hire	Hired	\$55.00	\$55.00
Music (Optional Instrument Hire)			\$25.00	\$25.00
	Guitar or Keyboard Hire (per semester)	Hired	\$25.00	\$25.00

Payment Methods

- * **PAYING BY QKR APP: Payment via Credit /Debit Card**
 - Complete the SRS Participation Form and return to the school office
 - Download the QKR app on your phone and sign in to Dakabin State High School
- * **PAYING BY BPOINT: Payment by Credit /Debit Card via Internet or Phone**
 - Complete the SRS Participation Form and return to the school office
 - Payment by Internet (link is on invoice), phone BPOINT IVR on 1300 631 073 and follow the prompts or by phoning the office on 3491 5444 and selecting "Option 4"
 - When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school
- * **PAYING IN PERSON: Cash, Credit/Debit Card**
 - Complete the SRS Participation Form and return to the school office
 - Payment can be made at the cashier window Monday to Friday, between the hours of 8.00am and 1.30pm
 - EFTPOS facilities are available
- * **PAYING BY CENTRELINK: Minimum \$40 per student per fortnight**
 - Parents/carers must organise this payment through Centrelink.
 - Complete the Centrelink form (available upon request) and return to Cashier
- * **PAYING BY INTERNET BANKING: Direct Payment into School Bank Account**
 - Complete the SRS Participation Form and return to the school office
 - BSB: 064 122 Account No: 00090399 Dakabin State High School
 - Use the student's EQ ID No (found on timetable or ID card) and what payment is for as the reference. eg: 123456789L SRS

Student Resource Scheme Refund Policy

If a student leaves Dakabin State High School during the school year they may be eligible to receive a pro-rata refund of monies paid to the school's Student Resource Scheme.

This refund will be calculated on a case-by-case basis using the following general rules:

1. A Request for Refund form must be completed, signed and returned to the school.
2. A pro-rata refund of Photocopying, Technology and Resources Hire will be calculated using a 40-week school year.
3. For members of the Student Resource Scheme, a pro-rata refund of the Government Textbook and Resource Allowance will be calculated using a 40-week school year.
4. For non-members of the Student Resource Scheme, a refund of the Government Resource Allowance will have been made to you early in the year, therefore a pro-rata amount will NOT be included.
5. Materials fees for Dance Squad and Instrumental Music will be refunded as follows:
50% - if leaving or changing subject/activity during Semester 1
nil – if leaving or changing subject/activity during Semester 2
6. Any outstanding fees will be deducted from the total of the refund.
7. If payment was made via Credit Card, then the refund must be made back to this credit card (bank regulations). Refunds may also be directed to a sibling's account at the school.

Excursion and Camp Refunds / Partial Refunds are processed separately following the Refund Policy that will be noted on the applicable excursion/camp information sheet.

Additional Stationery Requirements

In Year 7, a stationery pack is included as part of the SRS fee (Value \$35). Additional stationery may be required for elective subjects. Parents may also need to replenish some of these items throughout the year. For your convenience, additional stationery packs are available for purchase through the Uniform Shop.

Each Year 7 student's pack will contain:

SRS Stationery Pack Quantity	Item Description	Uniform Shop Price
8	96-page A4 exercise books (one for each subject)	
2	20 pocket A4 display books	
1	Large pencil case	
1 pack	4 x black, 4 blue and 2 red pens	
2	HB pencils	
2	Highlighters	
1 pack	12 coloured pencils	
1	16GB USB stick	
1	Eraser	
1	Sharpener	
1	Glue stick	
1	Ruler	
1	Correction tape	
1	Protractor (Excluded in uniform shop pack)	
2	Document Wallets (Excluded in uniform shop pack)	
	TOTAL	\$25.00

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Website www.dakabinshs.eq.edu.au