Parents are 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 and caregivers with the cost of these educational resources, our school has chosen to operate a student resource scheme (the scheme).

The purpose of the scheme is to provide the parent/caregiver 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; to ensure that all students have access to the necessary resources for their education; and to save parents/caregivers money and the need to shop for school books.

In return for a fee of $100.00 for (Years 1 to 6) or $70.00 (Prep) the scheme in 2017 will provide most Booklist necessities. This included the Maths and Spelling textbooks. A couple of items been left out of the pack so you don’t have to pay for things that you probably already have. These items can be carried forward from the previous year: scissors, head phones, the "Aqua My ABC Prep Scrapbook" (to Year 1) and a magnetic white board. These are Booklist requirements.

Arrangements can be made to pay for your child’s requirements in instalments. You will receive an invoice after your order is received, and a minimum payment of $20.00 will be required as the first instalment but this will not be due until the second week of 1st term next year. Alternatively, payments can be made through Centrepay, a free service for those receiving Centrelink payments. More information on Centrepay is available through the school. Of course, you can pay for your child’s Book Pack up front should you wish to do so.

If you would like to participate in the 2017 Student Resource Scheme, parents/caregivers need to complete the attached Participation Agreement Form and return to the office by WEDNESDAY, 2nd November.

NO LATE ORDERS CAN BE TAKEN.

Could parents/caregivers NOT wishing to participate, please mark the NO box on the Participation Agreement and return to the office. Please note that non-participants are responsible for providing the students with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List (Booklist) overleaf.

Glennie Heights State School “School Resource Scheme” packs will be available for collection from the school office during the last week of school this term.

This is a great way to ensure your child starts 2017 with all their classroom requirements without any hassle.

Get your orders in NOW !!
### Glennie Heights State School
2017 Booklist - Consumables

#### YEAR 1
2. RIC Spelling Work Book A
3. Year 1 Ruled A4 Exercise Books
4. Quad Ruled Pad 10mm A4
5. Scrapbooks Thick 33 x 24 cm
6. Display Folder
7. Pkt Colouring Pencils - Formative (Thick or Thick Triangular)
8. Pkt Wind Up Crayons
9. Pencil Sharpener in container
10. Narrow 30 cm Ruler - 3mm wide
11. Pencil Eraser
12. White board markers (Blue or Black)
13. Pkt Highlighters (Differing colours)
14. Student Diary

#### YEAR 2
2. RIC Spelling Work Book B
3. Year 2 Ruled A4 Exercise Books
4. Quad Ruled Pad 10mm A4
5. Scrapbooks Thick 33 x 24 cm
6. Display Folder
7. Student Diary
8. Whiteboard pens (Blue or Black)
9. Pkt Colouring Pencils
10. Pencil Eraser
11. Pkt Coloured felt pens
12. Narrow 30 cm Ruler - 3mm wide
13. Red Biro (NOT Clicker type)
14. Glue Sticks (Large)

#### YEAR 3
2. RIC Spelling Work Book C
3. Year 3/4 Ruled A4 Exercise Books
4. Quad Ruled Pad 10mm A4
5. Year 3/4 Ruled A4 Botany Books
6. A4 Wide Feint Ruled 48 Page
7. Scrapbooks Thick 33 x 24 cm
8. Display Folders
9. Pencil Sharpener
10. Pkt Coloured felt pens
11. Narrow 30 cm Ruler - 3mm wide
12. Red Biro (NOT Clicker type)
13. Glue Sticks (Large)
14. Pencil Eraser

#### YEAR 4
2. RIC Spelling Work Book D
3. Year 3/4 Ruled A4 Exercise Books
4. Quad Ruled Pad 7mm A4
5. Year 3/4 Ruled A4 Botany Books
6. Feint Ruled A4 Exercise Books
7. Scrapbooks Thick 33 x 24 cm
8. Display Folders
9. Pkt Highlighters (Differing colours)
10. Pencil Sharpener
11. Pkt Coloured felt pens
12. Narrow 30 cm Ruler - 3mm wide
13. Black Whiteboard Markers
14. Pencil Eraser

#### YEAR 5
2. RIC Spelling Work Book E
3. Feint Ruled A4 Exercise Books
4. Quad Ruled Pad 7mm A4
5. Scrapbooks Thick 33 x 24 cm
6. Basic set Connector Pens
7. Thick Art Black
8. Simple Wallet
9. Pkt Colouring Pencils
10. Box (12) HB Lead Pencils Good quality
11. Red Biro
12. Narrow 30 cm Ruler
13. Pencil Eraser
14. Display Folders
15. Pkt Highlighters (Differing colours)
16. Whiteboard pens (Blue or Black)
17. Clipboards

#### YEAR 6
2. RIC Spelling Work Book F
3. Feint Ruled A4 Exercise Books
4. Quad Ruled Pad 7mm A4
5. Feint Ruled A4 Exercise Books 96 Page
6. Clipboards
7. Scrapbooks Thick 33 x 24 cm
8. Display Folders
9. Basic set Connector felt Pens
10. Art Black
11. Simple Wallet
12. Pkt Highlighters (Differing colours)
13. Red Biro
14. Narrow 30 cm Ruler
15. Pencil Eraser
16. Whiteboard pens (Blue or Black)
17. Clipboards

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Items available from the Office:

- Text Books: Maths Plus $17.25
- Magnetic White Boards $6.50
- RIC Spelling Workbook $12.00
- My ABC Prep Scrapbook $14.50
Participant

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child’s education. These resources enhance your child’s educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

☐ Yes I wish to participate in the Student Resource Scheme in 2017. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in 2017. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
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Parent Details

Name: ____________________________________________

Parent Signature: ____________________________ Date: ______________

Payment Arrangement

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☐ Installments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $_______; Term 2: $_______; Term 3: $_______; or as negotiated with the school: ____________________________.

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in non-curricular activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: ____________________________ Position: ____________________________

Payment Method

I wish to make payment by: ☐ QParents/BPOINT* ☐ BPAY** ☐ EFTPOS (Credit/Debit Card)

☐ Centrepay Deduction*** ☐ Cheque ☐ Cash

* Online through QParents/BPOINT or see your school’s website
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.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office
Privacy Statement
The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006. The Student Resource Scheme is an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to employees at the school or education by the school or at the written request of students who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

1. 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.

2. 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 time and money in sourcing the prescribed books 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 due date to indicate participation or non-participation in the scheme.

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 for the items provided by the scheme to the student.

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 participate 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 this meeting 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 information is available from education.qld.gov.au/finance/grams/func/app/nrm/pai-stu-btm.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), cheque, or cash.

16. Payment may be made through the QRenters portal using a credit card. Payment will be directed from the QRenters portal to BPPOINT where bank account information is selected.

17. When paying by BPPOINT, 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.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on payment made by the school 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. The principal may negotiate a reduced payment option offered by the school. All discussions will be held in the strictest confidence.

21. The 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.

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 to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable to 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 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 50 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.

29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 28 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.

30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous years scheme.

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

32. 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 fee structure.

33. 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 when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme for the replacement cost of the item. Failure to make such payment may result in debt recovery action being undertaken.

34. Textbooks and other resources provided for temporary 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 such payment may result in debt recovery action being undertaken.

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

36. 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.

37. 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 participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned. The pro-rata refund shall be calculated on a 40-week school year basis.

38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, no refunds will be made to the scheme will not be issued to students whose parents choose not to participate in the scheme.