



Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians

This letter contains important information about the **2025 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, equipment for personal use, and items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Chancellor State College operates an SRS for 2025.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. The financial impact on parents and whether the school can absorb any of the cost has been considered before determining the SRS fee.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school.....

Parents are required to complete and return the SRS Participation Agreement Form on QParents when joining the scheme for the first time. If no participation form is received upon enrolment, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the [Student Resource Scheme Handbook](#) for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form. **Please complete the Participation Agreement Form on QParents if you have not already done so.** If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the [Student Resource Scheme Handbook](#) for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the attached [Student Resource Scheme Handbook](#). This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs. Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.





Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

The SRS Participation Fee

Primary Campus

Year level	SRS fee payable
Prep, Year 1 and Year 2	\$60.00
Year 3, Year 4, Year 5 and Year 6	\$100.00

Secondary Campus

Year level	SRS fee payable
Year 7, Year 8 and Year 9	\$315.00
Year 10, Year 11 and Year 12	\$300.00

Detailed information is available in the [Student Resource Scheme Handbook](#) and published on the school's website.

The Textbook and Resource Allowance

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 Years 7 to 12 students. The TRA for year 7 – 10 students (\$160.00 p.a.) and year 11 – 12 students (\$348.00 p.a.) have been applied to reduce the cost of the SRS Fee. The SRS fee payable quoted above is the full cost of participation in the SRS less the TRA held at the college. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

An invoice will be issued at the start of term 1 2025. Full payment will be due by **Friday 28 February 2025**. An instalment plan can also be negotiated with the school. Parents who wish to pay in instalments over a longer period of time are required to contact finance team on 5453 3222.

Any unpaid invoices will be managed according to the department's Debt Management Procedure. Only as a last resort, a Principal may use discretion to exclude a student from optional, non-curricular activities where a parent has an outstanding debt with the school. (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).





Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- 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 invoice information may be selected.
- 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 the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact our Finance team on 5453 3222 or email finance@chancellorsc.eq.edu.au.

You will receive a request to complete the Participation Agreement Form from the QParents app. Please submit your response through QParents by 20 January 2025. If you do not have QParents you will receive the Participation Agreement Form via email.

Yours sincerely

Brad Roberts
Executive Principal

Kyla Bonney
Principal
Primary Campus

Greg Prestwidge
Principal
Secondary Campus

