***Student Resource Scheme – Policy DETE and Procedures for Nundah SS.***

***Purpose***

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.

***Guidelines***

A student resource scheme enables a parent to enter into a written agreement with the school that, in return for payment of a specified annual participation fee, 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. A parent completes a Participation Agreement Form to indicate their decision to take advantage of the school purchasing scheme, paying the invoice provided by the due date. 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.

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 may be invoiced and required to pay the replacement cost of the item.

The student resource scheme does not include:

* a voluntary financial contributions request to supplement the instruction, administration and
* facilities for the education of the student at the school.
* student internet access.
* resources funded by the state through grant funding to provide a core educational service
* optional school activities such as excursions, camps, performances, and graduations.

Before a student can be considered for participation in an optional school activity, a parent who has not withdrawn from the Student Resource Scheme (ie opted out) is expected to have:

* fully paid the student resource scheme participation fee or paid the student resource scheme participation fee up to and including the term in which the school activity takes place or;
* made regular on-going payments towards the student resource scheme annual participation fee, ***as previously arranged*** with the principal or
* been exempted by the principal from paying all or part of the student resource scheme participation fee.

Parents experiencing financial hardship are encouraged to contact the principal or BSM to discuss payment or resourcing options that may be available to accommodate their circumstances, including the waiving of a fee, entirely or partly, by the principal. 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.

***If I enrol to school during the year.***

The school is to charge pro rata participation fees for a student who enters the scheme after the first week of school, calculated on a 40-week school year basis. *The only exception to this will be the charges for School Reference Materials* *(software) which are one-off charges, which are non-refundable to the school, and the administration fee component.*

***If I cease my enrolment early.***

The school will make a pro rata refund to the parent of a student who, having paid a participation fee, leaves the school through the year, and requests in writing this pro-rata refund. The pro rata refund is 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, calculated on the basis of a 40-week school year. *The only exception to this will be the charges for Software programs which are one-off charges, which are non-refundable to the school, and the administration fee component.*

***Due Dates:***

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| --- | --- |
| **Steps** | By |
| To confirm participation please return participation form and invoice fee of $ 90 | By END WEEK ONE TERM 1 |
| To make arrangements for ongoing part payments of the fee of $ 90 $ 30 x each Terms 1-3 | By END WEEK ONE TERM 1 |
| To elect to opt-out and purchase these materials yourself and provide them to the school (a list will be sent home) please advise in writing; and provide materials to school office for record-keeping | ADVISE: By END WEEK ONE TERM  PROVIDE: By END WEEK TWO TERM 1 |

**What is NOT included in the Student Resource Scheme**

* General stationery and classroom equipment;
* Costs of incursions/excursions and camps;
* Instrumental music program;
* Chess program;
* UNSW ICAS Competitions;
* Year 7 Graduation, Year 7 T-shirts;
* School Photographs;
* Interschool Sport Gala Days Yr 5-7.

**Parents choosing not to participate in the scheme** are required to contact the school office at the commencement of the year to obtain a list of required resources which you will need to provide as an alternative. It will then be expected that parents provide all the necessary requirements and the resources will be retained by the individual student.

**Parents choosing to participate in the scheme** will be provided with a written agreement whereby students will be provided with temporary use of the requirements. It is expected that during this use all items will be cared for in good order and shall be returned to the scheme at the end of the required program, end of the school year or if a student leaves the school. Should any items be lost or damaged a parent may be invoiced and required to cover replacement costs.