



CENTENARY STATE HIGH SCHOOL
Brisbane, Australia
Quality Learning, Quality Futures
CRICOS Provider 00608A DETE
www.centenaryshs.eq.edu.au

Aspiration | Commitment | Community

2025 RESOURCES REQUIREMENTS



STUDENT RESOURCE SCHEME - PARENT INFORMATION LETTER

Dear Parents/Carers

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, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents/carers.

To provide parents/carers with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Centenary State High School operates a 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 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/carers to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent/carer to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school.....

Parents/Carers are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **31/12/2024**, the school will take the view that the parent/carer has chosen to opt out of the SRS. The parent/carer is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent/carer can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parents'/carers' participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent/carer can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent/carer has opted out of the scheme the parent/carer is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the attached *SRS Resource list (to be issued after day 8)*. 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/Carers 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/carer for any hired items that are damaged or not returned.

Costing Methodology

The school's SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the *SRS Resource list* for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents/carers with the cost of textbooks and other education resources for eligible Years 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 in the SRS.

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>).

Year level	TRA Rate
Years 7 to 10	\$160
Years 11 to 12	\$348

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents/Carers 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

Several payment options, including a single payment for the full year's fee or term instalments, are available. An instalment plan can also be negotiated with the school by completing the fee payment arrangement form on page 4 and returning to the school office.

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with 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 non-curricular activities until payment is made (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by QParents, BPOINT or EFTPOS (Credit/Debit Card).

- 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 (see below diagram). If unsure of the CRN, please contact the school.
- Over the counter payments can be made at the school office, Monday to Friday between 8:00am and 4:00pm. The preferred option is EFTPOS either by Credit or Debit Card.

Make a BPOINT Payment

Biller Code: 1002334 (Department of Education)

CRN:

Invoice Number:

Student Name:

Amount (AUD):

Select your payment option:

TAX INVOICE

INVOICE NUMBER: 00000
INVOICE DATE: 7-Nov-2014
INVOICE REF: 0000
DEBTOR ID: 000000
ORDER NUMBER: 000000

Page 1 / 1

Item Description	Quantity	Item Price	Item Amount
Camp	1.00	260.00	260.00
TOTAL		260.00	260.00

INVOICE TOTAL: 260.00

Full payment of Student Resource Scheme fees are required to participate in this program.

ALL 4 fields MUST be filled in!

Online Card Payment

CRN: 0000000000

Invoice No: 00000

Online Card Payment

This invoice can be paid by card via BPOINT.
<http://www.bpoint.com.au/payments/dete>

PAYMENT METHODS

Biller Code: 000000
Ref: 000000000000

Telephone & Internet Banking – BPOINT
Contact your bank or financial institution to make any payments from your cheque, savings, bank, credit card or transaction account. More info: www.bpoint.com.au

• In Person at
• Cheque payable to
• Direct Debit – A Direct Debit Request form is available from the school office for processing by the school.
• Catchups Deduction – Payment by Catchup deduction can be arranged through the school office.

Via EFTPOS, Cash or Money Order

CRN: Customer Reference Number

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment by emailing admin@centenaryshs.eq.edu.au.

SRS FEE PAYMENT ARRANGEMENT FORM

Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Year 7 Curriculum Resources	\$290	<input type="checkbox"/>
Years 8-12 Curriculum Resources	\$290	<input type="checkbox"/>
Instrumental Music – Refer to the <i>Fees & Charges Matrix</i>		<input type="checkbox"/>
Other Educational Program – Refer to the <i>Fees & Charges Matrix</i>		<input type="checkbox"/>

Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	\$290 *	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: Instalment 2: Instalment 3:	\$100 \$100 \$90	<input type="checkbox"/>
3. An instalment plan as negotiated with the school			<input type="checkbox"/>

Section 4: Return of the Participation Form

Parents/Carers are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form? Yes No

Please note: If you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Section 5: Parent/Carer Signature

Parent/Carer Name	
Parent/Carer Signature	
Date	

Please complete and return to the school office.

