Dear Parents/Caregivers

This year instead of the standard booklists we issue for each year level we have decided to use the Student Resource Scheme to keep the cost of some stationary and texts books down to a more reasonable level. This scheme operates under the policy of the Department of Education, Training and Employment. The scheme, while supported by the Clarendon P&C Association is managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

We have taken this step to ensure that all of our students have the appropriate materials to commence the new school year and continue throughout the year properly resourced to enable them to complete their studies.

The scheme is voluntary and you are under no obligation to join, however, please be aware that stationary and text books required under this scheme are not funded by school grants. Therefore if you do not wish to join the scheme, you are responsible for providing your child with the items listed on the attached year level list and ensuring that they are fully resourced throughout the year.

The provision of this scheme ensures that well-resourced learning by our students remains our key focus. The scheme is not a fundraiser for the school. Its purpose is to provide a cost effective alternative to purchasing these stationary items and textbooks yourself. As a school we are able to provide a reduced price gained through the school's bulk purchasing process. Items provided by the scheme are as follows:

<table>
<thead>
<tr>
<th>Requirement List (goods provided by the scheme)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrapbooks, exercise books, display books, pouches</td>
<td>10.00</td>
</tr>
<tr>
<td>Text books</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>Total Participation Fee:</strong></td>
<td><strong>$60.00</strong></td>
</tr>
</tbody>
</table>

A general consumable stationary booklist will also be issued for each level. These items will also need to be supplied for your child at the commencement of the new school year and restock as needed throughout the year. At present, we have not included these items in the Student Resource Scheme but further discussions will be held in the new year to see if it is viable to include these items. You will note that you are no longer required to provide calculators or headphones: to assist with keeping the cost of your students’ requirements to a reasonable level the school has decided to provide these items free of charge.

If you wish to join the scheme you are required to complete the attached Participation Agreement Form. There are terms and conditions on the back of the form. Please note this a generic form for all Queensland Primary schools. Please return the form to the school office by Friday 6 February 2015. Payment can be made at the school office by cash, cheque or EFTPOS (Wed & Fri only) or direct deposit into the school bank account.

If you do not wish to join the scheme your are still required to complete and return the Participation Agreement Form indicating your intentions to the school office by Friday 6 February 2015. It will then be your responsibility to purchase the books provided by the scheme by the start of the new school year.

Please contact the school office if you have any questions regarding this scheme.

Regards

Mr Dave Noonan

Principal
Participation Agreement Form

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 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education and Training is authorised or required by law to make the disclosure.

Participation
☐ Yes I wish to participate in the Student Resource Scheme in 2015. 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 2015. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, in particular paragraphs 12 and 36.

Please refer to the accompanying Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Levy</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Year Level Resources</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$ 60.00</td>
</tr>
</tbody>
</table>

Parent/Carer Details

Given Names:
Surname:
Address:
Contact Numbers:
   Home:
   Work:
   Mobile:
   Email:
Parent/Carer Signature:
Date:

Payment Arrangement

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

SCHOOL USE ONLY: Negotiated Instalments Approved: ____________________________ Position:

☐ Instalments: 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.

Payment Method

I wish to make payment by:

☐ Centrelink Deduction* ☐ EFTPOS (Credit/Debit Card) ☐ Cheque ☐ Cash ☐ EFT * paid ______________(Date)

Payment by Centrelink deduction can be arranged through the school administration.

Payment by EFT can be made to the school bank account BSB: 064 – 417 Account Number: 10733560. To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes your child’s name, along with the characters SRS, e.g. JohnSmith SRS.
For payment by EFTPOS (Credit/Debit Card), I hereby authorise the school to debit my:

- [ ] MasterCard  
- [ ] Visa  
- [ ] Other (where accepted)

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiry Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For [ ] an amount of $ (total amount above), or [ ] $ on the first school day of the first three terms (equal installment payments of the above amount), or [ ] in accordance with the negotiated Payment Arrangement completed above.

Name of cardholder as it appears on the card: __________________________

Signature of cardholder: __________________________

Purpose of the Scheme

1. In accordance with the Education (GeneralPopulat) Act 2008, 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 citizen or permanent residents, is met by the State.

2. Parents/caregivers are directly responsible for providing textbooks and other personal arrangements for their participation in school. In recognition that these costs can be high, the school operates a Student Resource Scheme ("the Scheme") that enables a parent/carer 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.

3. 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/carer with a cost effective alternative to purchasing the prescribed 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/carer time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through this 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 date to indicate participation or non-participation in the scheme.

9. If a parent/carer chooses to participate in the scheme and completes the Participation Agreement Form, the fee will be due and payable by the parent/carer 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/carer who does not wish to participate in the textbook and 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 parent/carer of students in Years 8 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/carer 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 engage 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/caregivers 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 the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents/caregivers of students in Years 8 to 12 or of secondary education age, enrolling in a 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/caregivers have the option to receive the allowance directly from the school or as a credit of fees account with participating schools. The Student Resource Scheme, if used, is an additional option made available to each parent annually by the school. Current allowance rates are available from http://education.qld.gov.au/finance/grantsfund>DemandLoadSite.html

Payment Arrangements

15. Payment of the participation fee may be made by BPAY, EFT (electronic funds transfer), EFTPOS (Debit Card; MasterCard; Visa), cheque, or cash.

16. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.

17. 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.

18. For payments made in person by cash, cheque or debit/credit 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 the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

Parent/Carer Experiencing Financial Difficulties

19. A parent/carer wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the school administration to discuss how their financial obligations can be met through the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence.

20. The onus of proof of being so affected is on the parent/carer, and must include a current Health Care Card or other evidence to establish financial hardship.

21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

22. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent/carer" is a reference to the independent student.

23. Where a parent/carer chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent/carer to the Student Resource Scheme.

24. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables 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.

25. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent/carer on the Participation Agreement Form, or as otherwise approved by the Principal.

26. Nonpayment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 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/carer.

27. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 20 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.

28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.

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

30. 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.

31. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be retained until 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/carer will be responsible for repayment of the textbook and/or resources to the school.

32. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

33. 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, parent/caregivers will be responsible for payment to the scheme for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

34. The parent/carer 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 or otherwise advised by the school.

35. 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.

36. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carer, 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, plus the pro-rata textbook and Resource Allowance calculated on a 40-week school year basis.

37. As the scheme operates for the benefit of participating parents/caregivers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/caregivers choose not to participate in the scheme.
Text, scrap, exercise and display books List FOR NON-PARTICIPANTS

Please note that this list is only for the initial start-up at the beginning of the year. Parents will be required to replenish items as they are used by their child. Requests will be sent home when this is required.

**Books List - PREP**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per item</th>
<th>Quantity</th>
<th>Cost per line</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stationary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scrap book 64pg</td>
<td>1.25</td>
<td>10</td>
<td>12.50</td>
</tr>
<tr>
<td>A4 YR 1 Ruled exercise book</td>
<td>0.75</td>
<td>2</td>
<td>1.50</td>
</tr>
<tr>
<td>A3 Heavy Duty PVC pouch</td>
<td>6.95</td>
<td>1</td>
<td>6.95</td>
</tr>
<tr>
<td><strong>Text books</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soundwaves Foundation level</td>
<td>17.95</td>
<td>1</td>
<td>17.95</td>
</tr>
<tr>
<td>T4T Handwriting Conventions Prep</td>
<td>12.95</td>
<td>1</td>
<td>12.95</td>
</tr>
<tr>
<td>R.E.A.D.I.T. Junior</td>
<td>3.50</td>
<td>1</td>
<td>3.50</td>
</tr>
<tr>
<td>T4T History Now Foundation level</td>
<td>16.95</td>
<td>1</td>
<td>16.95</td>
</tr>
<tr>
<td>Origo Stepping Stones Student Journal Foundation</td>
<td>18.98</td>
<td>1</td>
<td>18.98</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$91.28</strong></td>
</tr>
</tbody>
</table>
**Consumables List FOR ALL STUDENTS**

Please note that this list is only for the initial start-up at the beginning of the year. Parents will be required to replenish items as they are used by their child. Requests will be sent home when this is required.

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**Consumables List - PREP**

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**Nextra Lowood**

93 Main St, Lowood
Ph: 5426 1196  Fax: 5426 1092
lowood@nextra.com.au

**Clarendon State School 2015 Prep**

Student's Name: __________________________  Boy/Girl
Phone Number: __________________________

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* Bring your booklist in to us any time up until school goes back. Delete unneeded items.
* A 5% stationery rebate will be donated to your school's P & C for orders lodged by 24/12/14.
* Orders will be available for collection from Monday 12 January 2015.
* These special prices are available until 16/2/15.

<table>
<thead>
<tr>
<th>Booklist</th>
<th>Qty</th>
<th>Item Description</th>
<th>Cost/item</th>
<th>$ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Pencil Case - (33x16cm)</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Lead Pencil HB Tri-grip Faber Castell</td>
<td>0.65</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Eraser</td>
<td>0.55</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Sharpeners Barrel Metal Double</td>
<td>3.95</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Scissors 140mm</td>
<td>(Left handed $2.60)</td>
<td>1.50</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Wooden Ruler</td>
<td>0.60</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Colour Pencils Staedtler</td>
<td>2.95</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Crayons - Wind up Staedtler 12s</td>
<td>4.95</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Glue - Osmer 40g</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Tissues (200)</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Photocopy Paper (Victory) Good Quality</td>
<td>6.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Book Covers</th>
<th>Exercise</th>
<th>A4</th>
<th>Scrapbook</th>
<th>$ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TINTED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PATTERNED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $