

# OXLEY STATE SCHOOL



## 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, 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.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Oxley State School (name) operates a SRS for 2025 Prep, Year 1, Year 2 & Year 3 booklists.

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 at the meeting held on August 17, 2021.

### 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 when joining the scheme for the first time. If no participation form is received 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 SRS 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.

If a parent has opted out of the scheme the parent 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. 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.

## Costing Methodology

The schools 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.

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website.

## 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

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>)

*Invoices will be generated after the return of the SRS forms.*

## Payment Method

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

- 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.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with Lisa Martin 37162444.

***Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by 13/11/2024.***

# OXLEY STATE SCHOOL



## SRS Fee Payment Arrangement Form

### Section 1: Student Details

Student Name	
Student ID	
Year Level	

### Section 2: SRS Category

SRS Category	SRS Fee Payable
2025 Year 3 booklist	\$97.00

### 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:	\$97.00	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: (due 28/3/25) Instalment 2: (due 21/6/25)	\$50.00  \$47.00	<input type="checkbox"/>

### Section 4: Return of the Participation Form

***Parents 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 Signature

Parent Name	
Parent Signature	
Date	





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Proud to be an Independent Public School

### YEAR 3 2025 BOOKLIST INFORMATION

Dear Parents

In 2025 Oxley SS will be implementing a Student Resource Scheme for students in Year 2. The resource scheme means that the school purchase most of the resources and parents are invoiced an amount that covers all the classroom needs for the year. Whilst there are some extras that are not covered in the scheme, this can be a big saver for parents. As a school we purchase quality products at a discounted rate that we can pass on to families.

The total invoice for the Year 3 booklist will be \$ 97.00

#### PLEASE READ CAREFULLY

- PLEASE NOTE if you participated in the SRS for previously, continuation is automatic and invoices will be generated in January 2025 on the return to school. **DO NOT RETURN FORMS**
- If you wish to cancel participation in the SRS, please complete the attached forms and return to the office by 11/11/24.
- If you would like to participate in the scheme, but have not participated previously, please return the attached forms to the office by 11/11/24.

Regards

Lisa Martin  
Business Manager

#### YEAR 3 BOOKLIST 2025

DESCRIPTION	Quantity Required
MARBIG POLYPICK DOCUMENT WALLET FOOLSCAP 25MM GUSSET BLUE	1
SCHOOL ERASER LARGE	5
WRITER PREMIUM GRID BOOK A4 10MM 96 PAGES	2
SPLASH EXERCISE BOOK A4 QLD YEAR 3/4 RULED 96 PAGES	12
BOSTIK BLU STICK 35GM	5
WHITEBOARD MARKER BULLET TIP ASSORTED PACK OF 4	1
MAGNETIC MINI WHITEBOARD WIPER	2
SHARPENER METAL SINGLE HOLE	2
COLUMBIA COLOURSKETCH COLOURED PENCIL ROUND ASSORTED PACK OF 12	2
COLUMBIA CADET LEAD PENCIL ROUND HB BOX OF 20	2
TARTAN PENCIL CASE POLYESTER BLUE REINFORCED ENDS LARGE 36CM X 25.5CM 1 ZIP	1
POLISHED WOODEN RULER 30CM	2
SCISSOR 165MM RIGHT HAND	1
SCISSOR 165MM LEFT HAND	0
SKETCH BOOK A3 SPIRAL 110GSM CARTRIDGE PAPER 40 PAGES	1
HIGHLIGHTER ASSORTED WALLET OF 4	1
STAEDTLER NORIS CORRECTION PENCIL RED PACK OF 6	1
LITTLE SUN HEADPHONE WITH MIC SILICON EAR CUSHION VOLUME CONTROL	1
VISIONCHART DOUBLE SIDED MAGNETIC WHITEBOARD TABLET A4 PLAIN BOTH SIDES	1
OFFICE CHOICE PREMIUM COPY PAPER A4 80GSM WHITE REAM OF 500	2
PREMIUM FACIAL TISSUES 2PLY BOX OF 200	2

Students are also required to provide the following, available for purchase from the School Locker Oxley

- 1 x Library Bag with School Logo
- 1 x Homework Folder
- 1 x Headphone Bag

