

Sunnybank State High 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. 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. student diary).
- **Used** – these items are used/consumed in class by the student (industry technology/cooking/art supplies).
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks)

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Sunnybank State High School operates a SRS for 2025. Savings are gained through the school's bulk purchasing practices and hiring arrangements. 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.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held in 27/11/2024.

The Textbook and Resource Allowance

The Queensland Government supports students' education by providing funding for Instruction (teachers) facilities (school grounds and buildings) and administration (staff to run 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.

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. This assistance is provided to the school once a year in the form of the Textbook and Resource Allowance (TRA). The 2024 TRA for students in years 7-10 is \$160 and Years 11-12 is \$348. 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>).

The SRS invoice you receive will be the cost of participation in the SRS minus the TRA held by the school.

SRS fee due	Years 7 to 10	\$320
	Years 11 to 12	\$250

SRS Participation

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.

New students to the school....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If a parent elects not to join 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.

Invoicing and Payment of fees

Invoices for the SRS are emailed home to parents when raised by the school. Invoices for electives subjects and additional educational program fees based on student 2025 timetables, will be issued in February 2025 – payment is requested within 30 days. Financial statements are emailed to parents on a regular basis. The preferred payment method is BPoint or QParents – payment details are included on each invoice.

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. Resources will not be distributed until the full or first payment has been paid to the school.

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.
- A payment 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>).

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.

For Parents in Dispute over the payment of their child's school activity fees

It is a matter for the parents to determine who pays the invoiced fees. If there is a payment arrangement between the parents that has not been adhered to, that is a matter for the parents to resolve between themselves. If the fees are not paid in full (eg the school receives only part payment from one parent) then the child should not be allowed to participate in the activity.

For up to date details of the DoE policy, refer to the website

<https://intranet.qed.qld.gov.au/Services/legal-services/Pages/Familylawmatters.aspx>

Unpaid SRS Fees

The school operates the SRS to benefit all students. It is not viable for the school to provide this service if fees are outstanding. Resources may not be distributed until the full or first payment has been paid to 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 extra-curricular activities until payments are made.

Is there a cost if a resource is damaged while hired by a student?

A repair or replacement cost will be charged to the Parent for any items that are damaged or not returned.

As advised previously on our website, in our school newsletter and in correspondence to families, students may not be invited to participate in any non-curriculum activities including the senior formal, end of year activities or the purchase of the senior jersey, if they have outstanding school fees. We refer to clause 32 (Debt Management) of the Student Resource Scheme Participation Agreement form, which indicates that where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with the Business Manager on 3323 8111.

Sunnybank State High 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	Option Selected
Part A	Year 7 to 10	\$320	<input type="checkbox"/>
	Year 11 to 12	\$250	<input type="checkbox"/>
Part B	Subject Levy - Year 11		
	Certificate II in Apparel, Fashion & Textiles	\$40	<input type="checkbox"/>
	Certificate III in Fitness (fee covers two years)	\$100	<input type="checkbox"/>
	Certificate III in Health Services Assistance (fee covers two years)	\$100	<input type="checkbox"/>
	Certificate II in Hospitality	\$40	<input type="checkbox"/>
	Engineering Skills	\$40	<input type="checkbox"/>
	Industrial Technology Skills	\$40	<input type="checkbox"/>
	Visual Art in Practice	\$40	<input type="checkbox"/>
	Volleyball Academy	\$50	<input type="checkbox"/>
	Subject Levy - Year 12		
	Building and Construction Skills	\$40	<input type="checkbox"/>
	Certificate II in Apparel, Fashion & Textiles	\$40	<input type="checkbox"/>
	Certificate III in Fitness (fee covers one years)	\$50	<input type="checkbox"/>
	Certificate II in Hospitality	\$40	<input type="checkbox"/>
Engineering Skills	\$40	<input type="checkbox"/>	
Visual Art in Practice	\$50	<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:	Insert Total	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1:	Insert Total	<input type="checkbox"/>
	Instalment 2:	Insert Total	
	Instalment 3:	Insert Total	
3. An instalment plan as negotiated with the school	Insert plan options	Insert Total	<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	



SRS Resource List (12)		
Subject	Curriculum Resource in Scheme	
All Year 12 Students	Student Diary	15.00
	Printing – Year level resources	10.00
	Printing – Personal Credit (additional user pays)	10.00
	Adobe Subscription (One Year Subscription)	11.00
	Eastern Taipans/Metropolitan West Affiliation Fee	5.00
	Positive Education Program	5.00
ENGLISH & ESSENTIAL ENGLISH	Textbook (Nelson)	51.58
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	Novel resources	5.00
ESSENTIAL MATHEMATICS, GENERAL MATHEMATICS & MATHEMATICAL METHODS	Textbook (Jacaranda)	81.01
	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	Practical equipment and resources associated with the subject (including calculators)	2.00
BIOLOGY	Textbook (Oxford)	77.95
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
BUILDING & CONSTRUCTION SKILLS	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	SUBJECT LEVY APPLIED: Practical equipment and resources associated with the subject (including timber, metal and construction materials)	80.00
CHEMISTRY	Textbook (Oxford)	69.95
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
DESIGN	Textbook (Nelson)	83.95
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
DRAMA IN PRACTICE	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	Practical equipment and resources associated with the subject (including costumes, props and stage accessories)	10.00
ENGINEERING SKILLS	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	SUBJECT LEVY APPLIED: Practical equipment and resources associated with the subject (including timber, metal and construction materials)	80.00
GEOGRAPHY	Textbook (Oxford)	69.95
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
INDUSTRIAL GRAPHICS SKILLS	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	Practical equipment and resources associated with the subject (including design software and laser cutting materials)	10.00
INFORMATION & COMMUNICATION TECHNOLOGY	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
LEGAL STUDIES	Textbook (Cambridge)	89.95
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
MODERN HISTORY	Textbook (Cambridge)	75.25
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
MUSIC IN PRACTICE	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	Practical equipment and resources associated with the subject (including musical instruments, computing device, headphones)	10.00

PHYSICAL EDUCATION	Textbook - Oxford	56.50
	Online resources, references, teacher prepared materials which complements and/or substitutes for textbooks	10.00
PHYSICS	Textbook (Oxford)	56.50
	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
SCIENCE IN PRACTICE	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
SOCIAL & COMMUNITY STUDIES	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
SPORT & RECREATION	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
VISUAL ARTS IN PRACTISE	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	5.00
	SUBJECT LEVY APPLIED: Practical equipment and resources associated with the subject (including paint, clay, paper, pencils)	80.00
CERTIFICATE II APPAREL, FASHION & TEXTILES	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	SUBJECT LEVY APPLIED: Practical equipment and resources associated with the subject (including sewing materials)	80.00
CERTIFICATE II COMMUNITY SERVICES	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
CERTIFICATE III FITNESS	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	SUBJECT LEVY APPLIED: Practical equipment and resources associated with the subject (including personal fitness materials, fitness hygiene equipment and ingredients for nutrition)	50.00
CERTIFICATE II HEALTH	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
CERTIFICATE II HOSPITALITY	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00
	SUBJECT LEVY APPLIED: Practical equipment and resources associated with the subject (including cooking ingredients)	80.00
CERTIFICATE II WORKPLACE SKILLS	Online resources, references, textbooks, teacher prepared materials which complements and/or substitutes for textbooks	10.00