



# 2025 Student Resource Scheme

## 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, Capella 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 at the meeting held on 26/11/2024.

### 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 by **21/02/2025**, 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.

### 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.

Please refer to the [SRS Resource list](#) for the associated costings.

## Breakdown of the SRS (Curriculum Resourcing) is as follows:

Year level	SRS Participation Fee	TRA Rate (paid to school if student is eligible)	TOTAL PAYABLE
Years 7 & 8	\$280	\$160	\$120
Years 9 & 10	\$400	\$160	\$240
Years 11 to 12	\$648	\$348	\$300

*If a student is not eligible for the Textbook and Resource Allowance (e.g. overseas/adult student, non-permanent resident or transferring from another QLD school, or enrolling after first Friday in August) – they must pay total expenditure cost (as above). 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>).*

## 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>).

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with **Mr Corey Kempthorne, Principal**.

***Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by Friday, 21 February, 2025***

**\*\* PLEASE NOTE – if a parent/carer who has joined the scheme has not fully paid fees, or has not made regular payments as per payment plan (negotiated with the school) – payments will not be accepted for, and students will not be able to participate in non-curricular activities such as Year 10 semi-formal and Year 12 formal. Students will not be able to take home items made in Cooking, Art and ITD classes.**

## CAPELLA STATE HIGH SCHOOL PAYMENT METHODS

### → **BPOINT**

BPOINT is Capella SHS's preferred payment method for invoices. It is an automated payment system which provides a secure and efficient online method of payment for parents. BPOINT allows payments to be made against an invoice number and can be accessed via one of the following options:

#### Online PAYMENTS – BPOINT web link

The BPOINT web link – <https://www.bpoint.com.au/payments/dete> can be used by parents to make payments from their computer, smart phone, tablet etc.

- ° Weblink payment window found at the bottom of student/customer invoice and debtor statements
- ° An invoice number and Customer Reference Number (CRN) are required to make a payment. The CRN can be found on the invoice.
- ° The payment will not process if an incorrect CRN is used
- ° The school can assist you with invoice & CRN numbers if you do not have a copy

#### Telephone payments – BPOINT IVR (Interactive Voice Response)

Parents can make payments via telephone – using the BPOINT IVT number – **1300 631 073**

**\*\*NB** Telephone payments can only be made this way – the school cannot take credit card details over the phone

#### Payment Plans – BPOINT eDDR (Electronic Direct Debit Registration)

Parents can now set up payment plans using the BPOINT Electronic Direct Debit Registration (eDDR) process.

Please contact our office on 4988 7333 to negotiate a payment plan – a deposit will be required

### → **PAYMENT BY INTERNET BANKING**

#### **Direct payment into the school bank account**

Account Name:	Capella State High School
Bank:	Commonwealth Bank of Australia
BSB:	064-704
Account:	10188831
Reference:	Please use your student's surname, first name and short reference to item being paid (e.g., SMITH Macey 2025 SRS (or YR 7 Camp etc)

### → **PAYMENT IN PERSON**

#### **Payment by EFTPOS, Credit Card, Debit Card (cheque or savings account), Cash, Cheque**

Finance hours for payments in person are Monday – Friday (8.30am – 3.30 pm)

### → **PAYMENT VIA CENTREPAY (Please contact our office on 4988 7333 to arrange)**

Centrepay – This a free service for Centrelink customers to arrange to have regular deductions made from their Centrelink payments. You can start or change a deduction at any time. Please contact our office to arrange to have payments made directly from your fortnightly Centrelink payments for SRS fees, excursions and sporting costs. **Please Note: if payments are for excursions or sporting costs, enough credit must be held at time of the excursion/event**

### → **OTHER PAYMENT METHODS**

#### **To be negotiated with the school**

Families experiencing financial difficulty can contact the school on 4988 7333 if financial hardship exists so that special arrangement can be made to meet your financial needs. All discussion will be held in the strictest confidence.