

# PORT DOUGLAS 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, Port Douglas State School operates an SRS.

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 18<sup>th</sup> November, 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 upon enrolment, 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).
- **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.
  - Student subscriptions to online learning tools such as Mathletics and Literacy Planet.
- **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

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools 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 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 (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

## Payment Method

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

- 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.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with our Business Services Manager, Helen Skene on 07 4084 3222.

***Please complete the SRS Fee Payment Arrangement Form and return to the school administration office as soon as possible***

# PORT DOUGLAS 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	Option Selected
Year 2025 Curriculum Resources	\$120.00	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<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:		<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: Instalment 2: Instalment 3:		<input type="checkbox"/>
3. An instalment plan as negotiated with the school			<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	



4 Endeavour Street, Port Douglas Q. 4877 ♦ Telephone 07 4084 3222 ♦

Email: [the.principal@portdouglasss.eq.edu.au](mailto:the.principal@portdouglasss.eq.edu.au) or [admin@portdouglasss.eq.edu.au](mailto:admin@portdouglasss.eq.edu.au)

## 2025 Annual Booklist for Students Who Do Not Use Student Resource Scheme

*The P and C will not be stocking any items.*

- To ensure your child has a smooth start to the school year, please ensure that you purchase items exactly as listed and bring all the items on this list on the first day of school.
- Please label your child's belongings clearly with their name.

Items	PREP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2B Pencils ( <b>Staedtler, Triangular</b> )	8						
HB Pencils ( <b>Staedtler</b> )		24	24	24	24	24	24
Fine-liner 1.0mm						2	2
Sharpie permanent marker						2	2
Biro Red		2	2	2	2	4	4
Biro Blue						2	2
Whiteboard Marker Black ( <b>Staedtler, bullet tip</b> )	10	10	10	10	8	6	6
Highlighter – Green	2	1	2	1	2	1	1
Highlighter – Yellow	2	1	2	1	2	1	1
Highlighter – Blue	2						
Highlighter – Orange	2						
Coloured Pencils (24 pack)		2	1	1	1	2	2
Coloured Pencils ( <b>12 pack, Triangular large</b> )	4						
Texta Zooms (12 Pack)		2					
Crayola Crayons (24 pack)						1	1
Crayola Washable Textas (8s)	1	2	2	2	2	2	2
<b>Bostick Blue</b> Glue Stick ( <b>40g</b> )	8	8	8	8	4	3	3
Eraser (exp20, <b>plain white</b> )	2	2	2	2	2	4	4
Scissors (15cm)	1	1	1	1	1	1	1
Sharpener with catcher ( <b>dual hole-Preps only</b> )	1	1	2	2	2	2	2
Ruler Wooden (30cm, marked with mm and cm)	1	1	1	1	1	1	1
A4 500 Sheets of Copy Paper (no need to name)	3	3	3	3	3	3	3
A4 Clipboard (with cover)		1	1	1	1	1	1
Plastic Document Wallet (with Velcro tabs)		2	2	2			
A4 Manilla Folder (no need to name)	2	2	2	2	2	2	2
A4 Display Folder (with plastic sleeves)		1	1	1	1	1	1
Post-It Notes (Yellow 2 pack for classroom use)	1	1	1	1	1	1	1
Scrapbook 64pg (includes 1 for HPE)	7	6	6	6	2	2	2
A4 Year 2 Botany Book (64 page)			6				
A4 Year 3/4 Botany Book (48 page)				1	1		
A4 Botany Book (64 page, blue lines 20mm)						1	1
A4 Year 2 Exercise Book (48 Page, red and blue lines)		10	10				
A4 Year 3/4 Exercise Book (96 Page, red and blue lines)				10	10		
A4 Exercise Book (96 Page)						10	10
A4 Grid Book (10mm square, 48 page)		1	4	4	4	4	4
Spelling Mastery Workbook **		1	1	1	1	1	1
Library Bag	1						

<b>Subscriptions/classroom supplies</b>	PREP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Decodable Readers Subscription	1	1	1				
Mathletics subscription *	1	1	1	1	1	1	1
Reading Eggs subscription *	1	1					
Spelling Mastery Workbook **		1	1	1	1	1	1
<b>Other Requirements (all students supply these items)</b>	PREP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Pencil Case (medium)	1	1	1	1	1	1	1
Calculator (Sharp EL240)			1	1	1	1	1
Headphones (for computers)	1	1	1	1	1	1	1
Tissues	3	3	2	2	2	2	2
Hand Sanitiser (250 ml)	1	1	1	1	1	1	1
Drink Bottle	1	1	1	1	1	1	1
Spare Clothes (set)	1	1	1				
Lunch Box- (to fit Fruit Snack, 1st Lunch & 2 <sup>nd</sup> Lunch)	1	1	1	1	1	1	1
School Bag	1	1	1	1	1	1	1

\*\* Available for purchase from PDSS Administration Office.

- Subscriptions to Decodable Readers/ Mathletics/ Reading Eggs and Spelling Mastery Workbooks are partially subsidised by the school. There is a \$55 subscription charge per student to families who do not opt to be part of the Student Resource Scheme.
- The annual booklist is carefully planned to ensure students are equipped and prepared to participate in all teaching and learning activities.
- ***Please note - students are responsible for their equipment. Parents will be asked to supply any additional equipment due to misuse of property and/or losing equipment.***