WELCOME TO THE WOREE STATE HIGH SPECIAL EDUCATION PROGRAM SCHOOL STUDENT RESOURCE SCHEME

Our school community has operated a full hire scheme since 1990. The scheme operates solely to benefit students and parent/carers by substantially reducing the financial burden of purchasing expensive resources. It is a non-profit scheme that provides each child with textbooks and classroom resources for the entire school year. Please note that this is a voluntary scheme; however, close to 100% of families elect to join, due to the convenience and reduced financial commitment.

The scheme allows the school to expose students to a wide range of resources that would otherwise not be affordable. For example, a student studying English would have access to many textbooks, novels, scripts, magazines and the Internet, all at minimal cost to parent/carers.

NOTE: Some textbooks are issued to students for the year. Some textbooks are available in class sets as required.

WHO RUNS THE SCHEME?

The scheme is run with the consent and endorsement of the School’s Parents and Citizens Association. The School operates a fully computerised bar-coded system to monitor the borrowing and return of resources. Our Resource Centre Staff ensures resources are maintained in good condition. All resources are the responsibility of the student borrower. Should resources be damaged or lost, the replacement cost must be paid.

BENEFITS OF THE SCHEME

- The school attracts a sizeable discount for bulk purchases of textbooks.
- By processing these books with a protective contact covering, the school will have the use of these texts for a minimum of three (3) years.
- Some texts such as Mathematics and Science will be required by the students for the whole year and will be allocated accordingly.
- Other texts, such as readers in English, will be needed by students for only part of the year and can be shared in sets by different classes.
- We offer a broad and varied curriculum to all students. Textbooks and resources are required for each of the subjects offered, and participation in the scheme offers a considerable saving to parent/carers.
- Additional class sets of texts and readers for students of different ability levels can be purchased under this scheme. At the beginning of the school year, the ability level of each student is an unknown factor.
- Students who are required to change from one level of a subject to another (eg. General Mathematics to Applied Mathematics) will be able to do so without any additional textbook cost to parent/carers.
- Most schools have a similar scheme in operation. It has proven to be the preferred method by parents/carers, with almost 100% of families taking part.

HOW DO I JOIN?

- Parents/Caregivers sign a Participation Agreement form agreeing to participate in the scheme. In doing this, they also agree that the school accepts their Textbook Allowance as part payment.
- On enrolment, your deposit and payment plan should be organised at the office prior to departure.

PLEASE NOTE: Textbooks are generally issued to students provided the Participation Agreement form is signed, full payment made or a payment plan is established, payments have commenced and are kept up to date with regular payments. All textbooks and resources MUST be returned to the school either by the due date (indicated in the back of the book) or if a student leaves the school. Unreturned and damaged books will be invoiced at current replacement cost amount.

LATE ARRIVALS

Students arriving later in the year fall into several categories:

- From Another School in Queensland
  You should apply for a refund of any unused portion of your Textbook Allowance from your previous school.
  Your fee at Woree State High School will be: pro-rata of - Textbook Allowance + Student Resource Scheme + Subject Specific Fees.

- From an Interstate School
  The State Government allows your pro-rata Textbook Allowance to be claimed by the school if the student is enrolled before the end of Term 3.
  Your fee at Woree State High School will be: pro-rata of - SRS + Subject Specific Fees

SPECIAL CASES

Where a family is experiencing financial hardship they should contact the School Office Staff as soon as possible to allow special payment arrangements to be made. All payment plans of this nature are absolutely confidential.
This fee covers the day-to-day consumables students use across all subject areas studied. This includes general photocopying, computer paper and student workbooks purchased or produced by the school for student use during the year.

**TEXT BOOK ALLOWANCE**
To help parents pay for textbooks in Secondary Schools, the State Government provides a Textbook & Resource Allowance for most students. This is received as a bulk payment to the school.

The scale of payment (as at 2018): Year 7, 8, 9, 10: $125.00  Year 11 & 12: $271.00

**WHAT THE SCHEME PROVIDES**
By paying the Parent Contribution Fee your child will receive a range of materials including:
- Student Planner / School Year Book
- Reproduced class workbooks & worksheets which complement and / or substitute for textbooks
- Student reference materials (e.g. books, audio / video tapes, software access)
- A photo I.D. card for each student, which is required for borrowing resources

Please refer to the attached detailed information for specific provisions by subject.

**WHAT THE SCHEME DOES NOT PROVIDE**
The scheme does not provide the basic "consumables" required by students.

Please note that the general stationery is required on the first day of classes.
- Pencil case
- Blue, black & red pens, HB pencil & good quality eraser
- Glue stick, scissors, ruler, calculator
- Paper, note pads, exercise books etc.

Please refer to the "Parent / Carer to purchase" column on attached list for stationery information required for each specific subject.

**WHAT IF I DO NOT PAY THE SCHEME FEE**
If you choose not to participate in the Student Resource Scheme, you would have to supply all textbooks and resources required by your student. Most textbooks range from $30 to $100. You would also need to apply for the Textbook & Resource Allowance by completing an application form at the school office. Prior to release of this, you would be required to pay the consumable resource charge of $125. Subject Specific Charges would still need to be paid and these carry an additional 20% levy as there is no contribution to the cost of materials by the Textbook & Resource Allowance or Student Resource Scheme. Additional expenses for Student Diary, Additional internet, student ID card and Yearbook would also be incurred. Should you choose not to participate in the Student Resource Scheme, you are required to complete the Student Resource Scheme Participation Agreement Form, tick NO and return this form to the Woree State High School Office. You will also be required to pay a fee for any School produced items as indicated AND provide all text books and associated items included in the Student Resource Scheme listed on the attachment.

**HOW DO I PARTICIPATE IN THE SCHEME FEE**
Should you choose to participate in the Student Resource Scheme, you are required to complete the Student Resource Scheme Participation Agreement Form for each of your children by ticking YES and return this form to the Woree State High School Office and make payment. Your child will be issued with the resources from the School Library once full payment, or deposit and a payment plan, has been received.

**SUBJECT SPECIFIC FEES**
The subject fees are applicable to the relevant subject and remain payable regardless of whether you are participating in the Student Resource Scheme.

**PAYMENT OF STUDENT RESOURCE SCHEME & SUBJECT SPECIFIC FEES**
Payments are payable at the School Office by cash, credit card or cheque. For your convenience internet banking or BPoint (allows specific invoice to be paid) is available. Payment plans are available through negotiation with the School office finance staff. Our preferred payment plan method is Centrepay (forms are available at the School office).

All payment plans require a $100.00 deposit per student at enrolment interview and all fees must be finalised by end Term 3 of the current year.

**WHEN DO I PAY?**
The school’s budget is formulated on the presumption that charges will be paid by end of Term 1. Resources are ordered and payment committed by the School in the previous year. It is therefore necessary that payment is made in a quick and timely fashion.

SRS Invoices are usually produced during Term 4 of the previous year to enable payments to be commenced. Invoices for subjects are usually produced before end of February each year. If full payment is not made we require $100 deposit and a payment plan to be in place at commencement of each year with full payment to be finalised by end Term 3. If payment is not finalised or an active payment plan in place, services funded by the Student Resource Scheme will be withheld.

**WILL I BE ASKED TO PAY ANY MORE?** Optional activities and excursions are not included in the subject charges. You will be notified during the year of such events through consent forms sent home with your child i.e. local area excursions etc. Costs for these will be advised on the information sheet attached to the consent form and can be paid at the school office.

**WHAT IF I LEAVE OR CHANGE SUBJECTS?** Students who leave during the year can apply for a pro-rata refund of their fees if applicable. Students who change subjects will have invoices adjusted accordingly.
<table>
<thead>
<tr>
<th>SUBJECT/CODE</th>
<th>SRS PROVIDES</th>
<th>ADDITIONAL SUBJECT REQUIREMENTS PARENTS TO PURCHASE</th>
<th>ELECTIVE FEE</th>
<th>EVENT/EXCURSION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified English Communication MEN</td>
<td>SEP produced resources Computers iPads folder DVD’s</td>
<td>1 X A4 Display Folder 1 x A4 64 page exercise book 1 x packet of 20 plastic sleeves 1 x scrapbook Headphones</td>
<td></td>
<td>TBA at time of event</td>
</tr>
<tr>
<td>Modified Pre-vocational Mathematics MPM</td>
<td>SEP produced resources Computers iPads folder hands-on resources (eg: tape measures, manipulatives)</td>
<td>1 X A4 Display Folder 1 x A4 64 page exercise book 1 x Kent set Headphones</td>
<td></td>
<td>TBA at time of event</td>
</tr>
<tr>
<td>Modified Science SSC</td>
<td>SEP produced resources Computers iPads Wi DVD’s</td>
<td>1 X A4 Display Folder 1 x A4 64 page exercise book 1 x scrapbook Headphones</td>
<td></td>
<td>TBA at time of event</td>
</tr>
<tr>
<td>Senior SEP Humanities SMU</td>
<td>SEP produced resources Atlases Handouts Computers Excursions</td>
<td>1 X A4 Display Folder 1 x A4 64 page exercise book 1 x scrapbook Headphones</td>
<td></td>
<td>TBA at time of event</td>
</tr>
<tr>
<td>Senior Leisure and Recreation SLR</td>
<td>SEP produced resources Equipment and activities outside of school</td>
<td>1 X A4 Display Folder 1 x scrapbook 1 x water bottle 1 x hat Sunscreen factor 30</td>
<td></td>
<td>TBA at time of event</td>
</tr>
<tr>
<td>FACULTY</td>
<td>SRS PROVIDES</td>
<td>SUBJECT STATIONERY REQUIREMENTS</td>
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<tr>
<td>Senior Transition Program STR</td>
<td>SEP produced resources Computers iPad’s equipment materials</td>
<td>1 x Hat Sunscreen Factor 30 A4 display folder Scrapbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Modified Arts SMR</td>
<td>SEP produced resources Paint Card Paper Resource activities Recycled goods DVDs</td>
<td>1 X A4 Display Folder 1 x scrapbook Old recyclable materials as required</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Hydrotherapy (JSOLDH)</td>
<td>SEP produced resources Swimming equipment – floatation devices, specialist material advised by the therapist SEP bus</td>
<td>1 x hat Sunscreen Factor 30 1 x Swimsuit 1 x Sun shirt 2 x towels 1 x goggles (as required)</td>
<td></td>
<td>Utilising hydrotherapy pool at Woree Public swimming pool/Tobruk/ Gordanvale/Esplanade Lagoon $5.00 - As required</td>
</tr>
<tr>
<td>Instrumental Music IMP * Percussion IMS * Strings IMW * Woodwind</td>
<td>SEP produced resources</td>
<td>$50.00</td>
<td>Registration to a Specialist instrumental music program Access to Music resources and scores Access to Department owned instrument for the year (subject to availability &amp; if required)</td>
<td></td>
</tr>
<tr>
<td>Work Education, Work Experience &amp; Study SST</td>
<td>SEP produced resources</td>
<td>1 x A4 Display Folder 1 x Scrapbook</td>
<td>$50.00</td>
<td>$5 - As required</td>
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