YEAR 11

STUDENT RESOURCE SCHEME

INFORMATION

INCLUDES

SUBJECT REQUIREMENTS LIST
A message from the Principal

There are many costs associated with providing quality educational resources, which all students deserve. To assist parents with these costs, Brisbane Bayside State College (BBSC) offers a Student Resource Scheme (SRS) as an economical alternative to purchasing the resources elsewhere. The advanced and bulk purchasing process enables BBSC to purchase textbooks and supplies at discounted prices, which can be passed on to the students through the SRS.

The SRS is organised by the school, operates under the Policy and Procedures of the Department of Education and Training (DET) and is endorsed annually by the P&C Association.

Participation in the scheme is optional, however before you make a decision, please read this document to understand the financial savings you will make if participating in this scheme.

The information contained in this document is summarised as follows:

- Student Resource Scheme (SRS) Overview
- Year 11 Subject Requirement Lists
- Payment Options
- Refund Guidelines for Excursions and Camps

The SRS does not include Additional Subject Charges or optional school activities such as excursions, camps, performances, competitions, etc. The 2017 – Schedule of Fees details the SRS costs and the Additional Subject Charges.

The SRS Information and payment plan form is available from the BBSC website - www.brisbanebaysidesc.eq.edu.au:

- SRS - Participation Agreement Form
- 2017 – Student Resource Scheme & Subject Charges Form
- 2017 – Schedule of Fees
- Payment Plan Form (approved by school)
- Centrepay Deduction Form

To access these forms select the following Tabs and Links:

➡ Support and resources ➡ Forms and documents ➡ Documents ➡ Payments

Please return the signed SRS – Participation Agreement Form to Finance at BBSC or email scanned copy to finance@brisbanebaysidesc.eq.edu.au.

Should you be experiencing financial difficulties please contact the Business Services Manager on 3893 5333 to discuss your payment options.

Kind regards

[Signature]

Darren Wallwork
Principal
BRISBANE BAYSDIE STATE COLLEGE

STUDENT RESOURCE SCHEME - OVERVIEW

A parent is directly responsible for providing the student with textbooks and other resources for a student's use while attending school. As a service to assist parents with the cost of these educational resources, the school may choose to operate a student resource scheme (the scheme).

The purpose of the scheme is to provide the parent with a cost-effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

A student resource scheme enables a parent to enter into a written agreement with the school that, in return for payment of a specified annual participation fee, provides for the participating student's temporary use of prescribed textbooks and other resources and/or for the purchase by the parent of consumables and materials for the student's use.

The scheme provides the entire package for the specified participation fee, and is not available in parts, unless specifically provided for by the school in the scheme fee structure. The scheme is to be referred to by the school as the Student Resource Scheme, regardless of the extent of goods and services provided by the scheme, for example textbooks, hire of musical instruments. The operation of the scheme is supported annually by the Parents and Citizens' Association (P&C).

Participation in the scheme is voluntary, and no obligation is placed on a parent to participate. A parent's decision to participate is based on consideration of the value afforded by the scheme. If a parent chooses to participate in the scheme and completes a Participation Agreement Form, then a participation fee be due and payable by the parent.

On lodgement of the completed and signed Participation Agreement Form with the school and/or payment of the participation fee in accordance with the agreed payment arrangement, the school shall provide the items to the student when due for the student's use. Payment of the participation fee by the parent is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt recovery processes.

A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed in the following Subject Requirements List, to enable the student to engage with the curriculum. Parents of secondary school-aged students who choose not to participate in the scheme will receive the textbook and resource allowance directly from the school.

The student resource scheme includes textbooks and/or educational resources that, in the absence of the scheme, would normally be purchased by the parent for the student's use at school. The scheme may include printed material such as workbooks and worksheets, produced by the school in lieu of a prescribed textbook.

All items provided for temporary student use by the scheme remain the property of the scheme and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier. Items provided for temporary student use shall be kept in good condition by the student. Where an issued item is lost or negligently damaged or not returned, the parent may be invoiced and required to pay the replacement cost of the item.

The student resource scheme does not include:
- voluntary financial contributions to supplement the instruction, administration and facilities for the education of the student at the school
- student internet access
- resources funded by the state through appropriation funding to support the teaching of the Australian curriculum
- optional school activities such as excursions, camps, performances, and formals.

Before a student can be considered for participation in an optional school activity, a parent who has joined the scheme is expected to have:
- fully paid the scheme participation fee or
- paid the scheme participation fee up to and including the term in which the school activity takes place or
- made regular on-going payments towards the scheme annual participation fee, as previously arranged with the Principal or
- been exempted by the Principal from paying all or part of the scheme participation fee.

The Principal is to use discretion in choosing to exclude a student from an optional school activity due to non-payment of the scheme participation fee. A student, whose parent has joined the scheme but not paid the participation fee, will continue to be provided with instruction, administration and facilities for the education of the student at the school.

Parents experiencing financial hardship are encouraged to contact the Business Services Manager on 3893 5333 to discuss payment.
# Brisbane Bayside State College

## Subject Requirements List - Year 11

<table>
<thead>
<tr>
<th>Subject</th>
<th>Textbooks and Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
<td><strong>$35.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td></td>
<td><strong>$35.00</strong></td>
</tr>
<tr>
<td>Student Planner</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Student ID Card</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Administration of the Student Resource Scheme</td>
<td>$5.00</td>
<td></td>
</tr>
</tbody>
</table>

### Subjects

#### Accounting

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- Accounting an Introductory Framework 3rd Edition by Kirk, Ryan, Stanley  
  $83.95
- OTHER SUPPLIES AS LISTED BELOW:
  - Printing/Photocopying - workbooks and teacher prepared materials  
    $150.00
- MYOB - Student Edition ($15) & Microsoft Office Student Edition (approx $95)
- **$233.95**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials
- Hire of DVD's
- Provision of research journals

#### Ancient History

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- **$30.00**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials

#### Biology

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- Biology a Contextual Approach by Heinemann  
  $89.95
- OTHER SUPPLIES AS LISTED BELOW:
  - A range of teacher produced notes and worksheets  
    $60.00
  - Dissection materials
  - Dissection kit
  - Chemicals and Laboratory & Safety Equipment
- **$149.95**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials

#### Cert II - Skills for Work & Vocational Pathways

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- **$20.00**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials

#### Chemistry

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- Chemistry in Use Book 1 by Deb Smith  
  $83.95
- OTHER SUPPLIES AS LISTED BELOW:
  - Printing/Photocopying - workbooks and teacher prepared materials  
    $80.00
  - Chemicals and Laboratory & Safety Equipment
- **$163.95**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials

#### Aquatic Practices

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- **$80.00**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials
- Snorkelling equipment
- Laboratory equipment, chemicals and safety equipment

#### Building & Construction Skills

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- Engineering and General Construction Industry Study for Secondary schools by D. A. Schlyder  
  $32.95
- OTHER SUPPLIES AS LISTED BELOW:
  - Printing/Photocopying - workbooks and teacher prepared materials  
    $40.00
  - Provision of basic materials for practical work
- **$72.95**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials

#### Dance

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- **$57.00**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials
- Hire of DVD films
- Use of CD's/DVD's etc

#### Engineering Skills

**TOTAL APPROXIMATE COST TO PURCHASE FROM A BOOKSHOP**

- Engineering and General Construction Industry Study for Sec. Schools by D. A. Schlyder  
  $32.95
- OTHER SUPPLIES AS LISTED BELOW:
  - Printing/Photocopying - workbooks and teacher prepared materials  
    $40.00
- **$72.95**

**SUPPLIES AS LISTED BELOW:**

- Printing/Photocopying - workbooks and teacher prepared materials
- Provision of basic materials for practical work
<table>
<thead>
<tr>
<th>Subject</th>
<th>Cost to Purchase from a Bookshop</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH or COMMUNICATION</strong></td>
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<tr>
<td>Novels (average cost per book $20.00)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Short Stories, Media, Drama</td>
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<tr>
<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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</tr>
<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$30.00</td>
</tr>
<tr>
<td>Use of technical equipment during media component of program</td>
<td>$$</td>
</tr>
<tr>
<td><strong>FILM, TV &amp; NEW MEDIA</strong></td>
<td></td>
</tr>
<tr>
<td>Media New Ways &amp; Meanings by Stewart</td>
<td>$68.95</td>
</tr>
<tr>
<td>Film Analysis Handbook by Caldwell</td>
<td>$44.95</td>
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<tr>
<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$$4,306.00</td>
</tr>
<tr>
<td>Provision of cameras, sound, lighting equipment, memory cards, blank DVD's Linda.com (approx $350)</td>
<td>$$</td>
</tr>
<tr>
<td><strong>FRENCH</strong></td>
<td></td>
</tr>
<tr>
<td>Student Book and Grammar Book - Tapis Volant Senior</td>
<td>$71.00</td>
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<tr>
<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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</tr>
<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$5.00</td>
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<tr>
<td><strong>GRAPHICS</strong></td>
<td></td>
</tr>
<tr>
<td>Supplies as listed below:</td>
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</tr>
<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$235.00</td>
</tr>
<tr>
<td>Provision of all drawing paper/photocopying</td>
<td>$$</td>
</tr>
<tr>
<td>Use of manual, drawing templates</td>
<td>$$</td>
</tr>
<tr>
<td>CAD (approx $195)</td>
<td>$$</td>
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<tr>
<td><strong>HEALTH EDUCATION</strong></td>
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<tr>
<td>Supplies as listed below:</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>HOSPITALITY PRACTICES</strong></td>
<td></td>
</tr>
<tr>
<td>Supplies as listed below:</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$50.00</td>
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<tr>
<td>Provision of basic materials for practical work</td>
<td>$$</td>
</tr>
<tr>
<td><strong>INFORMATION &amp; COMMUNICATION TECHNOLOGY</strong></td>
<td></td>
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<tr>
<td>Supplies as listed below:</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
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<tr>
<td>Animation Software</td>
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<td>Digital Technologies</td>
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<tr>
<td><strong>LEGAL STUDIES</strong></td>
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<tr>
<td>Investigating Legal Studies</td>
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<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$40.00</td>
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<tr>
<td><strong>PREVOCATIONAL MATHS</strong></td>
<td></td>
</tr>
<tr>
<td>Access to Prevocational Maths 1 by Pearson</td>
<td>$65.95</td>
</tr>
<tr>
<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$40.00</td>
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<tr>
<td><strong>MATHEMATICS A</strong></td>
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</tr>
<tr>
<td>Maths Quest 11A 2nd Edition by Jacaranda</td>
<td>$78.95</td>
</tr>
<tr>
<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$20.00</td>
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<tr>
<td><strong>MATHEMATICS B</strong></td>
<td></td>
</tr>
<tr>
<td>Maths Quest 11B 2nd Edition by Jacaranda</td>
<td>$78.95</td>
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<tr>
<td>OTHER SUPPLIES AS LISTED BELOW:</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$20.00</td>
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<tr>
<td><strong>MATHEMATICS C</strong></td>
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<tr>
<td>Maths Quest 11C 2nd Edition by Jacaranda</td>
<td>$78.95</td>
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<tr>
<td>Printing/Photocopying - workbooks and teacher prepared materials</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>MEDIA ARTS IN PRACTICE</strong></td>
<td></td>
</tr>
<tr>
<td>Media New Ways &amp; Meanings by Stewart</td>
<td>$68.95</td>
</tr>
<tr>
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<td>$$4,306.00</td>
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<tr>
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<td>$$</td>
</tr>
<tr>
<td>Subject</td>
<td>Total Approximate Cost to Purchase from a Bookshop</td>
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<td>-------------------------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>Physical Education</td>
<td>$179.99</td>
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<tr>
<td>Physics</td>
<td>$159.95</td>
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<tr>
<td>Social &amp; Community Studies</td>
<td>$69.95</td>
</tr>
<tr>
<td>Study of Society</td>
<td>$809.00</td>
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<tr>
<td>Visual Arts</td>
<td>$808.00</td>
</tr>
<tr>
<td>Visual Arts in Practice</td>
<td>$10.00</td>
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<tr>
<td>Wellbeing</td>
<td>$20.00</td>
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</tbody>
</table>

**Certificates that are Accredited through RTO (Registered Training Organisation) - Not Included in SRS**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Course Fee if Enrolled Externally</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT III - Business</td>
<td>2 Year TAFE Course - upfront cost in 2016</td>
<td>$1,745.50</td>
</tr>
<tr>
<td>CERT III - Dance</td>
<td>2 Year Course - upfront cost in 2016</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>CERT III - Fitness</td>
<td>2 Year TAFE Course - upfront cost in 2016</td>
<td>$1,867.50</td>
</tr>
</tbody>
</table>

**Please Note:**

The price of the textbook is only an approximate as prices do fluctuate.

External Courses are the 2016 price.

If you do not participate in the SRS you are expected to purchase the textbooks and to pay the other supplies amount listed above to receive the additional supplies.
PAYMENT OPTIONS

PAYMENT IN FULL

BPOINT: Online Payments by Credit Card Only
- To make a BPOINT payment go to www.bpoint.com.au/payments/dete
- Enter your "Customer Reference Number" (CRN) from prior BBSC invoice/statement
- Enter "SRS" as Invoice Number (all other payments need to enter invoice number)
- Enter "Student Name" or "Student's EQ ID No." (found on timetable or ID card)
- Enter "Amount"

NOTE: An invoice for the SRS will be produced when the signed "SRS Participation Form" is returned or payment is made
New students that do not have a CRN, please return the completed "SRS Participation Form" first to receive an invoice.

INTERNET BANKING: Direct Payment into School Bank Account
- Account Name: Brisbane Bayside State College
- BSB: 064-133
- Account Number: 00090204
- Reference: Use the student's EQ ID No (found on timetable or ID card) and what the payment is for
  - Eg. 1234567890Q SRS

PLEASE NOTE:
- Payment will be applied to the oldest debt unless advised otherwise
- Internet payments must be made 3 business days prior to payment closing date to allow funds to clear our account
- If the student number is not included in the payment reference, and the student cannot be identified, then the CBA charge a $25.00 search fee which will be invoiced to the relevant student.

PHONE: Payment by Credit Card Only
- Call the school finance office on 3893 5340 during office hours
- Please have your credit card details ready when you call
- Accepted Cards are VISA and MASTERCARD (AMEX is not accepted)

MAIL: Payment by Credit Card or Cheque
- Complete Credit Card details on 'SRS and Subject Charges Form' available from BBSC
- Cheque to be made payable to "Brisbane Bayside State College" and returned with the 'SRS Participation Form'

IN PERSON: Payment by Credit Card, Debit Card, Cheque or Cash.
- Payment can be made at the Payment Window - Monday to Friday between the hours of 8.00am and 3.00pm.
  (No cash out available).

PAYMENT BY INSTALLMENTS

CREDIT CARD INSTALLMENTS:
- Complete credit card details on 'SRS and Subject Charges Form' available from BBSC
- Tick the required payment schedule box
- Return completed form with 'SRS Participation Form' to Finance at the Payment Window

CENTRELINK: Minimum $20.00 per transfer
- Complete the 'Centrelink Form' and return to BBSC or Centrelink
- Complete the 'SRS Participation Form' and return to Finance at the Payment Window or by email
- Centrepay Deduction forms are available from BBSC website as outlined on page one
  Please note – the minimum transfer will only cover the SRS for one student. If requiring to pay all fees or for more
  than one student, this amount should be increased.

PAYMENT PLAN:
- Complete the 'SRS Participation Form'
- Telephone the Business Services Manager on 3893 5310 to discuss a payment plan and complete a Payment
  Plan Form

PLEASE NOTE: All payment plans and payments by instalments are to be approved by BBSC. In addition, these plans are to be
paid in full by end of Term 3.
Refund Guidelines

At Brisbane Bayside State College we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:
- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges. Refunds of $20.00 or less will automatically be credited against the student’s account. You will be advised accordingly when this occurs.

The school does not issue cash refunds under any circumstances.