



Brisbane Bayside State College  
INDEPENDENT PUBLIC SCHOOL

# INSTRUMENTAL MUSIC PROGRAMME

2022

HANDBOOK

Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ Form class: \_\_\_\_\_

## **Important Message to Parents/Caregivers**

Dear Parents, Carers and Students,

Welcome to the 2022 Instrumental Music Programme at Brisbane Bayside State College.

Learning a musical instrument is a wonderful experience for any child. Research shows that music can also help your child learn a number of other valuable life skills. Music, as well as being an enjoyable mode of self-expression, contributes to intellectual and cognitive growth. Participation in group lessons and rehearsals also results in the further development of social and communication skills.

Students who learn to play music also develop better concentration, determination and perseverance. It is normal for your child at times to find it difficult to stay motivated. A sense of accomplishment comes from persevering through these challenges in order to achieve wonderful music-making. We would like to thank you for supporting your children in their artistic endeavours. Looking back in years to come your children will thank you.

Please find introductory information about our Instrumental Music Programme on the following pages.

The Student Commitment Agreement, the Request for Hire Equipment and Student Resource Scheme Participation Agreement Form (PAF) are located at the back of this booklet. Please return completed and signed forms to your Instrumental Music teacher or the main Administration Office by 26 November 2021.

We wish you an engaging and rewarding Music experience in 2022.

Ms Diane Pashen  
Head of Department - The Arts

## **The aims of the Instrumental Music Programme are to:**

- give students the opportunity to learn musical instruments in group lessons;
- provide ensemble experience in one or more of the many school ensembles;
- give students the opportunity to develop performance skills;
- complement classroom programmes in the development of music throughout the school; and
- develop links between students and the wider community.

## **Instrumental Music Staff**

Ms Diane Pashen

Head of Department – The Arts

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Instrumental Teacher (Tuesday)

Stage Band

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(07) 3893 5323

\*Staffing allocation and staff availability is subject to change.

## **EXPECTATIONS & REQUIREMENTS FOR INSTRUMENTAL MUSIC**

### **LESSONS:**

1. **Participation in an ensemble is compulsory** if you are having lessons. Unless the teacher decides, you are not at that level yet.
2. Each student **must** attend weekly lessons unless attending an exam or excursion or absent from school. (You are required to bring a note from your parents for all absences.)
3. Lessons will be **scheduled on each student's timetable and updated once a semester**. This is to meet the minimum requirement of hours for QCE points for students enrolled in levels 7-10.
4. Students who are absent for many lessons will be dropped from the programme. Unless they have provided legitimate reasons, in writing and signed by parents for each absence.
5. Students should **bring their instrument, tutor book, practice diary, school music folder, all ensemble music, pencil** and eraser as well as their best behaviour to each lesson. You must purchase the required tutor book. The practice diary will be issued to students once fees have been paid.
6. **Students are required to maintain a regular practice routine and have short nails.** Complete the practice chart each week and practice 5 x 30mins each week. A minimum 3 x 30 minutes each week is required. Practice is to be recorded in your practice diary.
7. Students should have a music stand and a quiet place to practice at home.

### **ENSEMBLE**

1. **Attend all rehearsals.** Written explanation, signed by one of your parents, is required for all absences.
2. **Attend all performances.** When in extreme cases this is not possible, written explanation, signed by one of your parents, is required not less than two weeks in advance.
3. **Prepare and learn your music outside rehearsals.** The rehearsals are to prepare our performances, not to learn notes.
4. **Keep your music in good condition.** Marks can be made in pencil only.
5. **Be seated and ready to rehearse** at the designated rehearsal **starting time**.
6. **Be responsible** in actively wanting to make the best possible contribution to the ensemble.
7. **Be a learner and not talk or distract others during rehearsals.**
8. **Take note of all memos, letters, and notices and show them to your parents.**
9. **Bring your music** (in your school folder), a pencil and eraser, to **every** rehearsal.
10. **Inform the music staff personally if illness** or any other emergency **precludes your participation** in an event at the last minute. **A message via a friend is not acceptable.**  
(Please ask your parent/guardian to contact Instrumental Teacher as per contacts listed above.)
11. **Show courtesy and consideration** to the other members at all times.
12. **Always sit in the seat designated** by the Director.
13. Only change parts in the ensemble after consultation with the Director.
14. Consult with the Director and administration if you find that you must leave early from ensemble. A note from parent is required.
15. **Attend** the rehearsal if you are at school, **even if for health reasons** you are unable to physically play on a particular day.
16. **Stay until all pack up has finished.** A note from parent is required if you need to leave early.

## HOW THE MUSIC PROGRAMME WORKS

### **LESSONS AND PERFORMANCES**

Students receive one instrumental lesson each week in school time (35 minutes minimum). Lessons are on a rotating timetable system so that different lessons are missed across the year.

Make sure you check your lesson time on the Instrumental Music notice board outside B Block Music room before school on the day of your lesson. If you are unable to make it to a lesson or rehearsal see your teacher as early as possible so that alternative arrangements can be made. Your lesson time should appear on your timetable.

### **WHAT TO BRING TO EACH LESSON:**

- Instrument
- Instrument accessories (*see Instrument specific requirements p 8-11*)
- Tutor book
- Music folder with all lesson and ensemble music (*The school provides this folder*)
- Student planner
- Practice diary
- Pencil and eraser

### **ENSEMBLES**

Brisbane Bayside State College offers students a number of ensembles. Anticipated rehearsal days are below:

#### **Concert Band**

*2:40pm – 3:40pm Thursday*

#### **Stage Band**

*2:40pm – 3:40pm Monday*

#### **String Ensemble**

*2:40 – 3:40pm Tuesday*

#### **Guitar Ensemble**

*12:55 – 1:30pm Wednesday*

#### **Soul Band**

*2:40-4:00pm Wednesday*

Ensembles rehearse once each week, either outside school time or during lunch. Participation in at least one ensemble is mandatory. Confirmation of Ensemble rehearsal times will be sent upon commencement of the programme.

## **ENGAGEMENTS AND ABSENCES**

In order to provide the best possible musical experiences, 100% commitment is required from all students. Performances and events are listed in the school calendar, school newsletters and on the Instrumental Music notice board. It is a requirement that students of the music programme are available for all events throughout the year. Students are expected to attend every lesson unless exam, excursion or absence from school as attendance is now a **mandatory component of the curriculum**.

If a student is unable to attend a performance, lesson or rehearsal, the teacher is to be notified as early as possible with a note from the parent/caregiver. Parents will be notified of any unexplained absences from lessons or ensemble rehearsals. Students with frequent absences, without legitimate reason, may be excluded from programme).

## **MAINTENANCE AND INSURANCE**

Students should ensure that instruments are well-maintained by following a regular care and maintenance routine. Instruments should be serviced every year to keep them performing at their best. School instruments damaged through *normal use* are repaired by the school at no cost to the borrower. Damage resulting from carelessness or neglect is the student's responsibility. The borrower will be invoiced for the resulting repair costs.

It is also highly recommended that parents/caregivers obtain insurance for their child's musical instrument/s regardless of whether they are borrowed or privately owned. Many household insurance companies offer "away from home" cover as part of an existing policy, at little or no extra cost.

## **BORROWING SCHOOL INSTRUMENTS**

A small number of instruments are available to hire from the school. A yearly instrument hire fee of **\$150** is charged to keep instruments in good working order. All borrowed instruments are required to be returned at the end of the year for regular servicing and/or maintenance. The servicing of instruments is covered in the hire fee. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair. Please refer to the Terms and Conditions on the Participation Agreement form for more information.

## **LEAVING THE PROGRAMME**

Students accepted into the programme are expected to participate for a one year period. At the end of this period, students will have the option to continue for another year. To ensure the high quality of the programme is maintained, parents must inform the Performing Arts Head of Department in writing by completing the *notice of intent to withdraw from instrumental music* form. Should you leave instrumental music during the year, **no hire or participation fees can be refunded**.

## BAND UNIFORM

It is an expectation that students wear the formal band uniform at school performances, primary school visits, Eisteddfods and other public performances. The band uniform was designed in consultation with the P and C and incorporates the school's long, navy blue formal trousers. Students who attend performances without wearing the formal band uniform will not have the opportunity to perform.

The band uniform shop can be purchased from the College Uniform Shop:

Shirt \$45

Trousers \$47

Bundle Discount: \$87

\*Prices subject to changes throughout the year\*



## **STUDENT REQUIREMENTS - INSTRUMENTAL MUSIC**

### **PERCUSSION**

To enable as many students to experience Instrumental Music as possible, lessons are organised on a group basis. Schools provide a lot of percussion equipment necessary for a Band Programme, quite often amounting to thousands of dollars. Each student will receive instruction, over a period of time, on all of these instruments.

To ensure successful lessons, good home practice, enjoyment and rapid progress, the following equipment is required from the commencement of lessons:

- Tutor Book (as specified by the teacher)
- Practice diary (provided as part of Student Resource Scheme)
- Music folder (provided as part of Student Resource Scheme) with all lesson and ensemble music
- Music Stand (for home practice)
- Drum Sticks
- Practice Pad
- Glockenspiel Mallets (an inexpensive brand is fine)
- Exercise Note Book and 2B Pencil
- Drum Kit (optional)
- Percussion Maintenance fee \$35 (will be invoiced)



## **STUDENT REQUIREMENTS - INSTRUMENTAL MUSIC**

### **STRINGS**

As part of the Instrumental Music Programme, students have the opportunity to learn one of the following stringed instruments:

**VIOLIN, VIOLA, CELLO and DOUBLE BASS.**

To ensure continued improvement and enjoyment, the following equipment is required at every rehearsal and lesson.

- Instrument
- Rosin
- Set of spare strings
- Soft cleaning cloth
- Music Stand (for home practice)
- Tutor book as specified by your teacher
- Music folder (provided as part of Student Resource Scheme) with all lesson and ensemble music
- Practice diary (provided as part of Student Resource Scheme)
- Pencil and eraser
- Shoulder rest (for violin, viola)
- End pin holder (for cello, double bass)



## **STUDENT REQUIREMENTS - INSTRUMENTAL MUSIC**

### **WOODWIND AND BRASS**

Students require the following at all rehearsals and lessons:

- Music book (as specified by teacher), pencil, eraser
- Music folder (provided as part of Student Resource Scheme) with all lesson and ensemble music
- Practice diary (provided as part of Student Resource Scheme)

#### **FLUTE**

- polishing cloth
- cleaning rod/cloth



#### **CLARINET & SAXOPHONE**

- polishing cloth
- cleaning swab
- cork grease
- reed holder
- reeds (size specified by teacher)



#### **TRUMPET, BARITONE, EUPHONIUM FRENCH HORN & TUBA**

- valve oil
- slide grease
- mouthpiece brush
- cleaning cloth
- cleaning snake brush



#### **TROMBONE**

- trombone slide cream
- tuning slide grease
- cleaning snake brush
- mouthpiece brush
- cleaning cloth



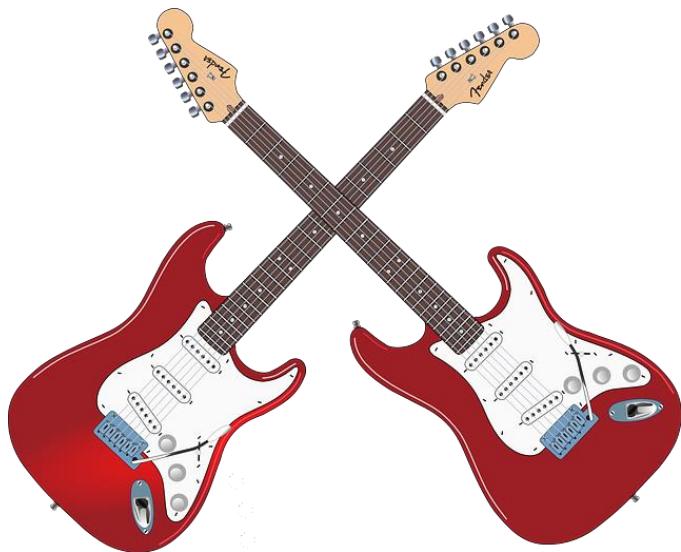
## **STUDENT REQUIREMENTS - INSTRUMENTAL MUSIC**

### **GUITAR and BASS GUITAR**

To enable as many students to experience Instrumental Music as possible, lessons are organised on a group basis. Schools provide a lot of electronic equipment such as amplifiers necessary for a Guitar Programme, quite often amounting to thousands of dollars. Each student will receive regular instruction however Guitar is currently not included in the Instrumental Curriculum (excluding Bass Guitar) and will not contribute towards QCE points.

To ensure successful lessons, good home practice, enjoyment and rapid progress, the following equipment is required from the commencement of lessons:

- Tutor Book (as specified by the teacher)
- Practice diary (provided as part of Student Resource Scheme)
- Music folder (provided as part of Student Resource Scheme) with all lesson and ensemble music
- Music Stand (for home practice)
- Exercise Note Book and 2B Pencil



## 2022 PROPOSED MUSIC DATES

Below are proposed events and dates for performances in 2022. Please note that these are subject to change; however, prior notice will be given for any changes.

<b>Term One</b>	Feb	Repertoire Day
	March	Investiture Ceremony
	March	Primary School Tour
	Various	School Assemblies / Celebration Parades
<b>Term Two</b>	May	College Open Afternoon and Arts Excellence Day
	April	Wynnum/Manly Eisteddfod
	April	Anzac Ceremony Performance
	Various	School Assemblies / Celebration Parades
<b>Term 3</b>	Aug	Musical (details regarding performances and rehearsal period to be confirmed)
	(TBC)	Excursion
	Various	School Assemblies / Celebration Parades
<b>Term 4</b>	Oct	Picnic in the Grove
	(TBC)	Wynnum/Manly Halloween Parade
	(TBC)	College Awards Night
	Various	School Assemblies / Celebration Parades

## **Notice of intent to withdraw from instrumental music programme form**

Dear Parents/Caregivers,

As part of our ongoing and consultative commitment to improve and refine the Instrumental Music program at Brisbane Bayside State College, we ask that you indicate specific reasons if you withdraw your child from the strings / band program/s. We would appreciate your suggestions for improvement, and ask you to note them so we are able to discuss them with a view to implementation if possible.

Student Name		
Year Level		
Instrument/s		
Instrumental Teacher/s		
Period of Playing at BBSC		
Period of Playing Overall		
Reason for Request		
Parent Signature		
Date		
School Use Only:		
Date Received		
Action Required		Completed
	Copy forwarded to Base School Principal	Completed

## Brisbane Bayside State College - Music Programme

### Student Commitment Agreement - 2022

\_\_\_\_\_ (Student Name) would like to participate in the Instrumental Music Programme learning \_\_\_\_\_ (Chosen Instrument).

- We will supply our own instrument. A participation levy of **\$50** will apply to contribute to the purchase of music, maintenance/purchase of equipment used in the programme.
- We would like to hire a school instrument if available. I understand that this will cost:
- A hire fee of **\$150** will apply
  - Participation levy of **\$50 will apply**
- Percussion students only: a \$35 percussion maintenance fee will be charged
- We would like to learn an additional instrument \_\_\_\_\_ (Chosen second instrument).
  - No additional participation levy applies
  -
- We would like to hire a school instrument if available for the additional instrument. I understand that this will cost:
  - A hire fee of \$150 will apply

In order to participate in the Instrumental Music programme students must agree to the following conditions:

- Return the completed and signed Participation Agreement Form (PAF) agreeing (tick Yes) to participate in the Student Resource Scheme. The PAF is available on the [college website](#) under the support and resource tab and will also be emailed to parents.
- Return the completed and signed EQ11 External request for Equipment (if applicable).
- Students are to attend all rehearsals, lessons and performances with punctuality.
- Students must maintain a consistent home practice routine.
- Students will complete all work set by the instructor or ensemble director.
- Students are to bring all equipment needed for lessons, rehearsals and performances.
- Students will take care of instruments, music and any other equipment loaned to them at all times.
- Students must ensure that they help set up and pack away equipment for all rehearsals and performances.
- Students are to act sensibly and responsibly at all times while representing the school.
- **Students understand that the commitment to the programme is for a 1-year period.**
- No refund of hire fee or participation levy is available if a student withdraws from the programme during the year

I, \_\_\_\_\_, (student name) understand and agree to all of the conditions outlined above and would like to be involved in the Instrumental Music program at Brisbane Bayside State College in 2022. I also understand that non-compliance with the conditions of this agreement may result in exclusion from the Instrumental Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

#### DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Reason for Request		

#### DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	Date returned:
Officer receiving returned equipment	Name: _____ Signature: _____		

#### INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.

(Cross out "to the parent/guardian and on .....student" if equipment is not being loaned to a student.)

Signature of School Approving Officer: \_\_\_\_\_

Name:	Designation:	Date: / /
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## LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

**Note:**

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

## ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

## LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

**Signature of parent/guardian:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

**Signature of student:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** / /



# BRISBANE BAYSIDE STATE COLLEGE

## Student Resource Scheme - Instrumental Music

The SRS – Instrumental Music is designed to provide BBSC students an opportunity to learn an instrument, and provides the option to hire an instrument if required. The details of this scheme are outlined below.

### Participation in Scheme

- Students and Parents are to read the BBSC Instrumental Program booklet
- Parents and Student are to read and sign the [IM Student Commitment Agreement](#)
- Parents are to complete and return the [SRS – Participation Agreement Form](#)
- Parents hiring an instrument are to complete and return the [EQ11 External Request for Equipment](#)
- Payment is to be received by due date/s as detailed on the invoice
- Hired instruments will remain the property of the College and parents will be liable for any loss or damage

### Process

Students are to return the completed IM Student Commitment Agreement, SRS - Participation Agreement Form and EQ11 External Request for Equipment to the Instrumental Music Coordinator or main Administration Office in order to participate in the program.

### The SRS Fee and Payment

The SRS – Instrumental Music Levy is summarised below.

#### Participation Levy

Cost of SRS - Levy	College to Subsidise	SRS fee due
\$52.61	\$2.61	\$50.00

#### Instrument Hire

Cost of SRS - Instrument hire	College to Subsidise	SRS fee due
\$151.71	\$1.71	\$150.00

#### Percussion Maintenance Levy (percussion students only)

Cost of SRS - Percussion Levy	College to Subsidise	SRS fee due
\$39.95	\$4.95	\$35.00

All Instrumental Music students must pay the \$50 participation levy, which includes access to musical scores, workshops, workbooks, a practice diary and repertoire costs. All percussion students pay an additional \$35 percussion maintenance fee, which includes replacement consumables for percussion instruments. Instrument hire is \$150 per instrument (maximum two (2) instruments per student), but only one participation levy will be charged. Please refer to the IM booklet for more information.

**Participation Levy** - A single payment of \$50 to be paid on invoice

**Percussion Maintenance Levy** - A single payment of \$35 to be paid on invoice

**Instrument Hire** - A single payment of \$150 per instrument can be paid on invoice, or on an instalment plan by completing the [payment plan form](#) on the college website.

### Participation in Instrumental Music

If the Commitment Agreement Form and PAF is not returned payment is not paid by the due date, the student will not be allowed to participate in Instrumental Music.

### Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact the college to arrange an appointment to discuss options. Any information that you provide will be confidential.

### Contact Us

For information on the IM Program please contact:

*Richard Maher, Instrumental Music Coordinator*

[rhmah0@eq.edu.au](mailto:rhmah0@eq.edu.au) or (07) 3893 5323

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

- YES I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

### Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

# Terms and Conditions

## Definition

- Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

## Purpose of the SRS

- In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
- The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

## Participation in the SRS

- Participation in the SRS is optional and parents are under no obligation to participate.
- The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
- Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
- Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
- This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
- Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
- Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
- Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
- Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
- Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

## Non-Participation in the SRS

- Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
- The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
- All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
- As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

## The Resources

- SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
- In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
- The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.
- All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
  - Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
  - The school administration office must be notified immediately of the loss or damage to any hired item.
  - Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
  - The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
  - Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

## Payment Arrangements

- Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
- Payment of the participation fee must be made as per the payment methods nominated by the school.
- Any concessions relating to the participation fee will be at the discretion of the Principal.

## Debt Management

- Payment of the participation fee is a requirement for continued participation in the SRS.
- Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

## Parents' Experiencing Financial Hardship

- Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
- Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
- The onus of proof of financial hardship is on the parent.
- The school may require annual proof of continuing financial hardship.
- All discussions will be held in the strictest confidence.

# Additional Information

## Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.