



RESOURCE MANAGEMENT SCHEME GUIDELINES 2010

Bowen State High School manages a Resource Management Scheme which is endorsed by the P & C Association. The main objectives are to ensure all students have the necessary resources for their education, and to reduce costs for Parents/Caregivers.

The Resource Management Scheme is discussed at the August meeting of the Parents and Citizens' Association. Parents/Caregivers are invited to attend this meeting and express their opinions on the Scheme. The benefits to parents of joining the Scheme are to alleviate the necessity to purchase expensive textbooks which may be used for only a short period of time and allow students to have access to a large variety of learning resources. The fee is significantly less than the cost to a family of purchasing all the required texts. The average cost of textbooks is currently \$45.00 (approx.) each, with some costing up to \$100.00. An effort has been made to cull "out of date" texts and purchase replacements for 2010 wherever possible. Every effort has been made to contain costs to parents whilst ensuring that adequate resources are available for student use. The standard parent contribution for 2010 will be **\$195.00** per student.

In return for membership in RMS, the school provides:

- Hire of necessary textbooks, student reference books, and class sets
- Printed class materials (excluding student's personal photocopying/printing)
- Some consumable materials
- Some materials used for classroom projects (except specialist materials)
- Student ID card
- Student Welfare (Arts Council, some bus transport, mandatory excursions, some camps)
- Student Homework and Study Planner
- Computer technology access and initial internet usage (\$20)
- Initial print allocation for personal use (\$20)
- Entry into competitions
- Hat for Year 8 students and new students

The school uses software programs to monitor internet and printer use on an individual student basis. This operates on a password system so that students can't access another student's allocation. When students deplete their initial allocations, they must pay for additional internet and/or printing capabilities.

The Scheme provides this package for a set fee. **It is not available in part.** This Scheme, however, **does not cover individual Subject Levies** which will be additional for non core subjects.

Invoices for Subject Levies for **Semester 1 2010 will be sent to families in Term 4 2009.** These levies must be **paid by the end of February 2010** otherwise students will not be issued with user pays materials.

Information on the subjects available, and possible subject area fees, is available in the curriculum booklets. EACH AND EVERY student will receive an individualised invoice, and costs will depend on subject choices. Some higher cost subjects include Manual Arts, Home Economics, Outdoor Ed, HPE, Marine and Art. The individual invoices are designed to allow for a "user pays" system where costs are directly linked to subject choice. RMS supplements the Text and Resource Allowance provided by the State government. In 2009, the allowance was one hundred dollars for years eight to ten and two hundred and twenty dollars for years eleven and twelve.

Payments can be made **at the school office** by cash (but preferably by cheque, money order or credit card) using the blue envelope provided. If paying by cash, the correct money would be appreciated. Please ensure you keep all receipts issued by the school as proof of payment. All book resources will be managed through the school library and will be provided to students in the first week(s) of school. The bookshop does not exist in E Block anymore and is contained in the library.

CONDITIONS:

For students choosing **not to join** RMS their parents must supply all resources including paper for hand outs and pay photocopying costs, bus travel etc. They can not participate in extra curricular activities unless they **pay before** the activity and this includes admission costs, bus fares and materials. Students who have chosen to join the scheme but **have not** paid RMS contribution **WILL NOT** be allowed to participate in extra curricular activities **EVEN** if they are prepared to pay. There are Subject Levies (User Pays) payable on certain which are in addition to the joining fees for RMS. The money raised through these levies is used to purchase consumable items for the students to use. Subject Levies will be forwarded to families and details will include costs and dates payments are due. If Levies are not paid students will **NOT** be issued with resources.

Please sign and return the attached Contribution Forms (one per student) to the school office by the 27th November 2009 at the very latest. Resources will not be issued if a signed Contribution Form is not returned for each student.

Parents/Caregivers Experiencing Financial Difficulty:-

Please contact the Principal if financial hardship exists, so that special arrangements can be made. All discussions will be held in confidence. Full or part-payment (a minimum of \$95) is required on commencement of the school year (or sooner if possible) and the balance needs to be paid by the **end of Term 1 2010**.

PLEASE NOTE:

- Books and resources provided under the Scheme cannot be issued to students whose parents/caregivers choose not to participate.
- The Principal may refuse to admit a student to the scheme if there are hire payments overdue from the previous year.
- If parents choose not to participate in the scheme their students must pay the actual costs associated with extra curricular activities which may be included in the RMS fee by the end of Term 1 2010.

Brent Stocker
President, P&C Association

Graham Trevenen
Principal

RESOURCE MANAGEMENT SCHEME**2010 CONTRIBUTIONS**

Books/Resources will be issued following the receipt of your payment and this completed form signed by Parent/Caregiver.

STUDENT DETAILS
Family Name:Given Name:Year Level:

Conditions

- All resources provided under the Scheme remain the property of the Scheme and must be returned either at the end of the school year, when a student leaves during the year, or when a student changes a subject.
- Students will supply their own personal requirements - as outlined in the Stationery/Subject Levy List.
- Resources hired to a student must be handled with due and reasonable care during the year, so that the resources will be returned in a condition as near as possible to that when issued.
- Resources that are lost, damaged or deliberately defaced by a member of the Scheme will be replaced at the current purchase price of the resource less 10% irrespective of age.
- Bookshop/Teacher is to be immediately notified of the loss of any resources.
- The School reserves the right to cancel membership of the Scheme.
- Parents agree to pay all relevant subject levies and course costs associated with learning experiences contained within student subject choices. If payment has not commenced then the student will not be permitted to attend extra curricular activities.
- Should a student leave prior to the end of the school year, a pro rata refund will be issued in accordance with Education Queensland guidelines. The refund is based on the RMS paid, less the cost of consumed materials and/or the cost of replacing lost or damaged textbooks/resources. All hired resources including textbooks and library books are to be returned to the school on the student's last day of attendance.
- For those paying by instalment, unless prior arrangements are made with the Principal, the outstanding balance must be paid by the end of **Term 1**. Parents/Caregivers must ensure that they complete a yellow instalment form and return it to the school, otherwise students will not receive their resources.
- Receipts must be kept as proof of payment.
- If a student commences at the school after the beginning of the school year, the fee is reduced on a pro-rata basis.
- I have read and understand RMS Guidelines and agree to abide by the conditions.

I hereby make application to join the Bowen State High School's Resource Management Scheme for 2010. I have read and understand the conditions above and agree to abide by them.

See over for Privacy Statement.

PARENT/CAREGIVER'S FULL NAME: _____

SIGNATURE: _____ **DATE:** ____/____/____

PRIVACY STATEMENT

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 - *Information Privacy*.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on this contract can be disclosed to other third parties without the individual's consent where authorised or required by law.