



Dear Parents/Carers,

2025 Student Resource Scheme & Booklist Parent Information

This letter contains important information about the **2025 Student Resource Scheme (SRS)** and **Officeworks Booklists** including how the scheme operates, the annual participation fee and using the Officeworks parent portal for online ordering.

2025 Booklists

As communicated earlier this term, Helensvale State School are introducing a new process for ordering student booklist items for 2025. We are partnering with Officeworks who offers a dedicated online portal for parents/carers. Through this portal, you can easily place your order and select either click-and-collect or delivery to your home. Further information on accessing the online portal can be found in attached documentation. The Officeworks portal is open now. To ensure your child has all their items ready for the start of the 2025 school year, ordering will need to be complete by **6 January 2025**.

Student Resource Scheme (SRS)

The Queensland Government supports students' education by providing funding for:

- Instruction; Teachers
- Facilities; Buildings, Amenities, Furniture
- Administration; 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, **Helensvale State School** operates an SRS for **2025**.

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 in December 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. The SRS agreement form is completed as part of the enrolment process, please see Administration office if you have not completed this 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.

Student leaving the school...

If for any reason your student leaves the school throughout the year the administration team will be in contact with you to explain your options.

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 (this is provided by the external provider Officeworks).
- 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.
- 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.

The SRS Participation Fee

The SRS fees payable for the year are available via the school's website and attached to this email. Invoices will be generated between 20 Jan 2025 and 24 Jan 2025, with a due of 28 March 2025.

<https://helensvale.sq.edu.au/support-and-resources/forms-and-documents/documents>

Financial Hardship

Families 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 a payment plan can also be negotiated with the school. Payment must be made by the due date, if not on a payment plan.

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 (<https://ppr.qed.qld.gov.au/attachment/debt-management-procedure.pdf>).

Payment Method

SRS payments can be made by BPOINT, EFTPOS (Credit/Debit Card), or Centrepay.

Please note BPOINT is our preferred payment method

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.

Payment plans options are available through BPOINT.

EFTPOS payments must be made during the payment windows opening hours **ONLY**.

Contact Us

For all queries regarding the Booklists SRS and its inclusions, please contact administration on (07) 5556 1333.

Regards,

James Forrest
Principal