Purpose of the Scheme

1. In accordance with the Education (General Provisions) Act 2000, the cost of providing instruction, administrative services 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.

2. Parent/careers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition of this cost, the school operates a Student Resource Scheme (the "scheme") that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.

3. The Student Resource Scheme is separate to and distinct from a request for a volunteer financial contribution.

Beneﬁts of the Scheme

4. The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resource for their education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

9. If a parent/carer chooses to participate in the scheme and completes the Participation Agreement Form, a participation fee will be due and payable by the parent/carer for the items provided by the scheme to the student.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An offended parent/carer’s participation in the scheme will cease effective from the start of the next year school term.

11. A parent/carer who does not wish to participate in the textbook and resource scheme can return the Participation Agreement Form and declare that they are not returning it to the Administration Office Arrangements will be made for the parent/carer for the items, in Year 6 to 8, or Year 9-12, as stipulated by the Parents and Citizens’ Association as per the requirements contained in the Scheme requirements list, to be provided by the school, for a participation or joining fee to be paid as per the value of the Textbook and Resource Allowance for each of their eligible children.

12. A parent/carer who chooses not to participate in the scheme is responsible for providing textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List that are necessary to the student due to non-participation in the scheme.

13. A parent/carer may refuse to admit a student to the scheme where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.

14. Any concessions given to the participation fee will be at the discretion of the Principal.

15. Payment of the fee is due at the commencement of the school year in 60 days, or by instalment as approved by the Principal.

16. If a student enters the scheme after the first week of a school term, a pro-rata participation fee will be charged for the student. The pro-rata fee will be calculated on the pro-rata of the participation fees for the year plus any additional materials to ensure innovative and quality activities for students.

17. These ensure our curriculum programs are of the highest quality. As the Mountain Creek State School aspires for educational excellence.

18. For payments made in person by cash, cheque or credit card, a receipt will be provided. For payments by other methods, a receipt will be provided on request. All receipts and documentation on the school’s financial obligations can be met throughout the year, or to organize alternative arrangements that may be available to accommodate their individual circumstances. Centreslink education is a payment program managed by the school. All discussions will be held in the strictest confidence.

19. Non-compliance of proof of payment of fees on the Participation Agreement Form, an annual participation fee will be invoiced and payable by the parent/carer to the Student Resource Scheme.

20. In return for payment of the participation fee, the scheme provides the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List that are being provided by the scheme, when due for the student’s convenience.

21. Payment of the participation fee is to be made according to the payment arrangement indicated on the Participation Agreement Form, or as otherwise approved by the Principal.

22. Non-payment of the participation fee by the designated payment date(s) will generate a reminder invoice, with the invoice due 10 working days. If the invoice remains unpaid, additional reminder invoices will be issued when reminded, referred to an external debt collection agency. This may result in extra costs being incurred by the school.

23. Without limiting any other action the Principal may take in accordance with these terms and conditions, which are subject to change, the principal may refuse to admit a student to the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use by the student or, and/or may withhold the giving of any further items under the scheme until payment is made.

24. If a student enters the scheme after the first week of a school term, a pro-rata participation fee will be charged for the student. The pro-rata fee will be calculated on the pro-rata of the participation fees for the year plus any additional materials to ensure innovative and quality activities for students.

25. The scheme is not used to raise funds for other purposes, and revenue collected elsewhere, through

26. The following information provides details of school resource needs and uniform expectations. Through careful planning, your child will have a smooth transition to their new year level.

27. Rob Van den Heuvel

Principal

STUDENT RESOURCE SCHEME (SRS) Please complete form on Page 3

To sign up to our Student Resource Programme:

YES I wish to join the Student Resource Scheme ($35)

NO I do not wish to join the Student Resource Scheme

Dear Parents / Carers

Mountain Creek State School is a high performing coeducational school, aspiring to set standards recognised throughout the nation. With a managed enrolment plan in 2016, it will have over 950 students from Prep to Year 6.

The school’s supportive ethos is captured in the motto ‘Caring, Sharing and Learning Together’. Through committed teachers, innovative programs, quality facilities and strong community partnerships, Mountain Creek State School seeks to set the benchmark for educational excellence.

The following information provides details of school resource needs and uniform expectations. Through careful planning, your child will have a smooth transition to their new year level.

Bob Van den Heuvel

Principal

MOUNTAIN CREEK STATE SCHOOL STUDENT RESOURCE SCHEME (2016 SRS) PREP TO YEAR 6

Mountain Creek State School operates a Student Resource Scheme (SRS) to reduce the cost of textbooks and other learning resource materials for parents. It also provides additional materials to ensure innovative and quality activities for students.

We are very distinct learning be

Specific resources are purchased to support targeted priorities. Resources include reference materials, booklets or other practical resources used during class activities.

It is clear that there are very distinct learning benefits and cost savings for all families joining the Student Resource Scheme. Our Scheme needs ALL families to support the school to ensure excellence and limit text books on booklists.

Should parents prefer not to participate, they may request specific invoices for resources instead, but please be aware that costs are higher as discounts are achieved through bulk purchasing.

This Student Resource Scheme does not provide any funds for the Parents and Citizens’ Association and is entirely voluntary and parents are under no obligation to join. Parents wishing to take advantage of the services provided by the Scheme pay an annual joining fee and sign the form agreeing to the conditions therein.

It is an audit requirement that all students should have a signed form for 2016 returned to school indicating whether they are participating or not.

Anyone experiencing financial difficulties may take advantage of paying their fees by instalments (please see page 3) or making an appointment to see the School Business Services Manager to arrange alternative arrangements. Full payment of your joining fee should be finalised before the first day of school in 2016.

NO I do not wish to join the Student Resource Scheme

MOUNTAIN CREEK STATE SCHOOL STUDENT RESOURCE SCHEME (2016 SRS) PREP TO YEAR 6

Should parents / carers decide not to join the Scheme, they must indicate this under the participation section on the Participation Agreement Form. The school will provide separate invoices for services and resources.

Invoice totals will vary for year levels.

$20.00 photocopying charge for booklets and sheets to replace major textbooks.

$15.00 for Numeracy Tool Kits for Prep students.

$5.00 for replacement of Show Me Boards for all students.

$20.00 photocopying charge for booklets and sheets to replace major textbooks.

$15.00 for Numeracy Tool Kits for Prep students.

$7.50 for replacement of Show Me Boards for all students.

Laura Mountain Creek expectations exceed regular practices
UNIFORMS AND DRESS CODE REMINDER

Mountain Creek’s Student Dress Code reflects community standards and is endorsed by the Parents and Citizens’ Association. Uniforms may be purchased through the Uniform Shop at the Tuckshop.

The school has a uniform policy to provide clothing that contributes to a safe and supportive teaching and learning environment. This is maximised by:

- Ready identification of students and non-students at school;
- Fostering a sense of belonging;
- Eliminating the distraction of competition in dress and fashion at school.

Fashion accessories are best kept at home or for social events as school focuses on learning.

Girls Uniform Options

<table>
<thead>
<tr>
<th>School dress</th>
<th>School polo shirt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue colottes</td>
<td>Navy blue ruggers or shorts. (No cargo pants or pants below the knee)</td>
</tr>
<tr>
<td>School polo shirt</td>
<td>Navy blue tracksuits or jackets</td>
</tr>
<tr>
<td>Navy blue tracksuits or jackets</td>
<td>Covered black shoes and dark navy blue socks</td>
</tr>
<tr>
<td>Covered black shoes and dark navy blue socks</td>
<td>Senior Jacket – Year 5 &amp; 6 only</td>
</tr>
</tbody>
</table>

Boys Uniform Options

<table>
<thead>
<tr>
<th>School dress</th>
<th>School polo shirt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue colottes</td>
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</tr>
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</tr>
<tr>
<td>Covered black shoes and dark navy blue socks</td>
<td>Senior Jacket – Year 5 &amp; 6 only</td>
</tr>
</tbody>
</table>

Acceptable Shoes

Unacceptable Shoes

NOTE: Please remember that coloured laces, nail polish and jewelry should not be worn at school. Students may wear a watch and small plain sleepers or studs. Students may request to wear a medical bracelet or necklace of religious significance through their child’s sector leader (Deputy Principal).

BOOKLIST REMINDER

In 2016 the school will be using OfficeMax to fill booklists for years 1 to 6. OfficeMax is a major stationery distributor that has links across Australia. Parents will be able to lodge orders online OR return the completed form with payment details to the office. The school will forward these on to OfficeMax.

Prep booklists will be available for purchase directly from the “One Stop Shop”

Parents may order online or view stationery examples at: www.officemaxschool.com.au. School code to be provided

Key Details:

- Delivery is nil for all orders placed through the www.officemaxschools.com.au website by 1st December 2015
- Delivery fee is $9.95 for orders placed between 1st and 10th December 2015
- Delivery fee is $19.95 for orders placed after the 10th December 2015

All deliveries are made by Australia Post. Please note that in the event that nobody is available to receive the delivery, the courier will attempt to locate a safe place to leave the parcel. If the courier cannot locate a safe place to leave the parcel, a card will be left and the delivery will be transported to the local Post Office for collection. Delivery timeframe is 5 to 7 working days from date of order.

BOOKLIST REMINDER

2016 Mountain Creek SS
Student Resource Scheme

Participation Agreement Form

Privacy Statement

The Department of Education and Training through the school is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the scheme. Some of this information may be given to 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 and Training is authorised or required by law to make the disclosure.

Participation

☐ Yes I wish to participate in the Student Resource Scheme in 2016. I have read and understand the Terms and Conditions of the Scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in 2016. I have read and understand the Terms and Conditions of the Scheme (see reverse) and agree to abide by them, in particular paragraphs 12 and 36.

Student Given Name: ___________________________ Student Surname: ___________________________

Year Level: ___________________________ Participation Fee: $35.00

Total: $35.00

Parent/Carer/giver Details

Given Names: ___________________________ Surname: ___________________________

Address: ___________________________

Contact Numbers: Home: ___________________________ Work: ___________________________

Fax: ___________________________

Mobile: ___________________________ Email: ___________________________

Parent/Carer/giver Signature: ___________________________ Date: ___________________________

Payment Arrangement

☐ Now: I wish to make a single payment for 2016 now of the total amount above. ($35.00)

☐ January 2016: I wish to make a single payment in January 2016 for the total amount above. ($35.00)

☐ Instalments 2016: I wish to make a payment in Terms 1, 2, and 3 finalizing at the end of Term 3 2016.

School Use Only: Negotiated Instalments Approved: ___________________________

Position: ___________________________

Payment Method

I wish to make payment by:

☐ Direct Debit ☐ EFTPOS (Credit/Debit Card) ☐ Cheque ☐ Cash

* Payment by Direct Debit deduction can be arranged through the school administration.

For payment by CREDIT CARD (Credit/Debit Card), I hereby authorize the school to debit my:

Card number: ___________________________ Expiry Date: ___________________________

Name of cardholder as it appears on the card: ___________________________

Signature of cardholder: ___________________________

Office use only: Processed by: ___________________________ Data entry: ___________________________ Payment Rec’d: ___________________________ Date: ___________________________

Privacy Statement

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Year Level: ___________________________ Participation Fee: $35.00

Total: $35.00

Parent/Carer/giver Details

Given Names: ___________________________ Surname: ___________________________

Address: ___________________________

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Fax: ___________________________

Mobile: ___________________________ Email: ___________________________

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