GENERAL INFORMATION
For students to derive maximum benefit from their Secondary Education, it is important that they have the advantage of access to the usage of essential texts, reference and other necessary materials.

A Student Resource Scheme operates at Northern Beaches State High School whereby students pay a contribution and the school lends them a range of necessary books, printed notes, and a range of other materials and equipment.

The purpose of this scheme is to minimize costs to the parent. The savings are very considerable in that if each student was required to provide all books, booklets and resources the cost to parents would be very great.

The subject area charge covers the provision of a wide range of books, audio-visual materials, computer materials and printed notes.

AREAS COVERED BY PARENT CONTRIBUTION SCHEME

a) All textbooks required by the students.
b) All notes and materials (excluding pads, pens, folders, drawing sets, rulers, personal audio tapes, computer discs, etc)
c) Student Diary
d) Basic Manual Arts and Home Economics materials - all Manual Arts and Home Economics jobs will be subsidised, (this does not include, foodstuffs, clothing, materials, and more expensive Manual Arts items which students take home.)
e) Purchase of necessary audio-visual and computer hardware and software in addition to that supplied by the Department of Education.
f) Remedial teaching kits and materials.
g) Other items required by the school to help it provide an excellent educational service to students eg. sporting and reprographic equipment.
h) An individual Student Identification Card
i) Broadband internet access and personalised email account for each student.
j) Transport costs and entry fees for school sport (years 8 to 10)

AREAS NOT COVERED BY THE PARENT CONTRIBUTION SCHEME

a) Admissions to sporting venues eg. Squash courts, bowling alley, swimming pool, etc.
b) Materials and services required by some specialist subjects – see Subject Selection Forms for details.

SPECIFIC CONDITIONS

1 Resources may not be issued to students where fees are not paid and no arrangement has been made with School Administration.
2 Students will supply their own personal requisites, stationery, writing materials and protective clothing where necessary. Students will supply their own materials for any additional work they wish to do at home.
3 Books issued to the students are to be kept in good condition during the period of the loan.
4 Books negligently damaged or lost must be replaced by the student before any further issues can be made.
5 Students who show a bad record with regard to the care of books may be removed for the scheme.
6 If a student steals a book or materials issued to another student, he/she will be removed from the scheme.
7 All textbooks or materials provided under the scheme cannot be issued to students whose parents choose not to participate. (conditions 11,12, 36)
8 No pro rata reduction of fees will be made in cases where students supply texts/resources in some subjects and use texts/resources in others. The full fee will be payable in accordance with Conditions 11 and 12.
9 All monies received by the school under this scheme will be banked in the school's Internal Account and will be subject to Annual Audit. As well, a budget report will be made to the Parents and Citizens' Association. A receipt will be issued for all monies received.
10 If a student enrols at the school in the first quarter and the school is able to claim the Government Textbook cheque, the full parent contribution as per paragraph 14 is the fee which must be paid (no pro rata reduction).
If a student enrols or transfers in from another school during second, third or fourth quarter a pro rata amount of the full fee, being Government Textbook cheque plus contribution, will be payable.

If a student leaves the school after having paid the fees a pro rata refund will be made. The return will be calculated on the full fee, being Government Textbook cheque plus parent contribution. Any refund will be reduced by the cost to the school of replacing lost or damaged resources.

The Student Resource Scheme is $170 for Years 11 & 12 and $200 for years 8, 9 & 10.

Parents of students who change schools during the year are reminded that it is their responsibility to apply for a refund prior to leaving. Refunds are made on the basis of total amount payable (ie. Government Textbook cheque PLUS parent contribution) as well as the period of the year which has elapsed.

Parents who are experiencing financial difficulties may make arrangements with the Principal to pay the contribution in regular instalments.

Students will not be permitted to participate in optional activities or excursions while they have any outstanding debt to the school. (eg Year 12 Graduation, Year 10 Gold Coast Trip, Year 8 camp, Year 9 camp and Year 8 & 9 end of year activities).

**PAYMENT**

| YEAR 8-10 | * Government Textbook Cheque ($102) + Student Resource Scheme ($200.00) |
| YEAR 11-12 | * Government Textbook Cheque ($225) + Student Resource Scheme ($170.00) |

* Amount of Government Textbook Cheque is current as at time of printing. It may increase slightly in 2012.

**PLEASE NOTE:**

If the student is not eligible for a Government Textbook Cheque (eg. overseas or adult student), they must pay the total sum (contact school for cost).

The Government Textbook Cheque will be paid direct to the school, in bulk, for all students. Your out of pocket cost is $170 or $200. If you are not in a financial position to pay this sum immediately, your student can receive the full benefits of the scheme if you sign the Participation Agreement Form and return it to school, with an explanation so that arrangements can be made for the payment to be made over a period of time.

**ALL HOUSEHOLDS HAVE A CHOICE**

a) Join the Student Resource Scheme according to the enclosed arrangements.

OR

b) Purchase individually ALL texts and requisites and pay the school costs for other materials and requisites. If parents make this choice, they will be entitled to the Government Textbook and Resource Allowance. The school will provide a comprehensive list of required books and resources for purchase.

You must advise the school, in writing, by returning the Participation Agreement Form within fourteen days if you do not wish to join the scheme.

Robin Sprott

Robin Sprott
Principal

**Privacy Disclosure:**

Northern Beaches State High School is collecting personal information on this form for the purpose of processing payments associated with the school's Textbook and Resource Scheme. This is in accordance with the Departmental policy (FNMPR-018 Student Resource Scheme, Textbook and Resource Hire Scheme, and Textbook and Resource Allowance in State Schools). This information is not usually disclosed to third parties, however, where authorised or required by law, information on this form can be disclosed without your consent.