

Education Queensland

**COOROY
STATE SCHOOL
INSTRUMENTAL
MUSIC
PROGRAM
PARENT HANDBOOK**

January 2023

Table of Contents

Welcome	2
Aims of the Program	2
Instrumental Music Program Selection Process	3
1. Application:	3
2. Timbre preference test:	3
3. Classroom teacher feedback:.....	3
4. Selection and Audition:.....	3
5. Parent Information Afternoon:.....	3
6. Sign Up:	3
Instrument Hire.....	4
Loan Fee	4
Instrument Maintenance	4
Tuition	4
Student Commitment and Home Practice	5
Parents Supporting Students	5
Performances.....	5
Method Text Books and Sheet Music	5
Requirements for Woodwind Instruments.....	6
Flute	6
Clarinet.....	6
Bass Clarinet.....	6
Saxophone – Alto & Tenor.....	6
Requirements for Brass Instruments	6
Trumpet	6
Trombone.....	6
French Horn	7
Euphonium/Tuba	7
Requirements for Percussion.....	7
Expectations of students.....	7
Parent Responsibilities.....	7
Loan Agreement Information	9
Participation.....	10
Cooroy State School Instrumental Music Program.....	10
Student Information	10
AGREEMENT.....	10
Form 11	10
SRS.....	10

Welcome

Welcome to the Cooroy State School Instrumental Music Program (IMP).

The Queensland Education Department IMP is the envy of not only the rest of Australia, but indeed the world.

Each week an Instrumental Music teacher will visit our school to conduct ensemble rehearsals before school and provide half-hour lessons with small groups of music students during the school day. The program gives students the opportunity to learn to play an instrument and to develop individual and ensemble skills.

Their progress is then monitored, and they are invited to join an ensemble when their skills reach a suitable standard. String and multi instrumental ensembles make regular in-school and in-public performances, which are equally enjoyable for both audiences and participants.

During the year, students also have the opportunity to participate in music day camps where the emphasis is upon improving their skills and motivating learning.

Initial enrolment in the program is for a minimum period of one year. Students are not generally allowed to leave the program unless there are special circumstances, which have been discussed with the Principal (or Deputy Principal) and the Instrumental Music teacher.

To be fair to the many children who wish to be part of the program, we rarely allow students two attempts on different instruments.

We trust that your future involvement will bring much pleasure to both of you, and a lifetime of musical enjoyment.

Aims of the Program

The program aims:

- to provide an opportunity for the musical development of students through instrumental instruction on a group basis
- to teach students playing skills and musical literacy knowledge needed to learn a string, Brass, Woodwind or Percussion instrument
- to provide ensemble experience for students, to develop and enhance group performance skills through school and community performances and to complement and add an extra dimension to the school's music program.

SUPPORT YOUR LOCAL MUSIC PROGRAM

Instrumental Music Program Selection Process

Students must pass through each step to be invited to participate in the Instrumental Music Program.

1. **Application:** Students receive a note for parents/carers to read, consider and return. This will indicate that, should their child be successful, they wish their child to be a part of the IMP the following year and that they are prepared to provide ongoing support for their child. The tear-off section at the bottom of the page must be returned before progression to the next step.
2. **Timbre preference test:** All Interested students undertake the timbre preference test. This test identifies where in the harmonic register your child 'hears' music. Evaluating each student's preference assists the Instrumental Music teacher to identify which instrument would suit the student. Conclusive evidence supports the theory that selecting an instrument which matches the student's timbre preference assists the learning process.
3. **Classroom teacher feedback:** Teachers reports on student behaviour and demonstrated ethics of the following:
 - school virtues
 - general progress in class work
 - perseverance and level of enthusiasm, and
 - fine motor skills.
4. **Selection and Audition:** Students are selected for auditions with the Instrumental Music instructors from a short list formed from the timbre preference test, and classroom teacher feedback and application note. Selected students are then given an aptitude test on pitch, rhythm and melody. Students who demonstrate a natural talent for music in the audition are invited for inclusion in the instrumental music program.

Parents will be notified and invited to the Instrumental Parent Information afternoon in Term 4.

5. **Parent Information Afternoon:** This information afternoon will be held mid Term 4. Parents will receive specific information regarding their child's instrumental music education, the Instrumental Music Handbook and forms for inclusion in the program and hiring an instrument (if necessary).
6. **Sign Up:** External Request for Equipment (Form 11 – if hiring an instrument) and the Student Resource Scheme – Participation Agreement Form (SRS) need to be completed and lodged for tuition the next year.

Instrument Hire

Instruments for Loan	Period of Loan
Flute, Clarinet, Alto Saxophone, Trumpet	One school year
Trombone	Two school years
Tenor Saxophone, Bass Clarinet, Euphonium, French Horn, Tuba	As long as the child remains in the program

Percussion students use the school's equipment for lessons but need to purchase some equipment for home practice (see required equipment)

Loan Fee

Students wishing to hire an instrument will be required to complete the FORM 11 attached at the end of this document. The cost to hire a musical instrument is \$80.00 per year. This fee goes towards routine maintenance and repair and replacement costs and is paid to the office.

Students are expected to bring their instrument to school on lesson and ensemble rehearsal days only. The school cannot guarantee secure overnight storage. Parents and students hiring school-owned instruments should have their instruments included on the family Home Contents Insurance Policy. Some music stores are also able to offer insurance schemes.

The Instrumental Music teacher will check the school-owned instruments at the end of the year and either send them for repair, store them or allow them to be loaned for the holiday period.

Instruments are not to be stored outside in any weather. If students are to bring their instrument to school on a rainy day, please cover the case with a 'Glad Bag' for extra protection.

Please note: The fee for students using their own instrument is \$40 per year.

The fee for students learning percussion is \$40 per year.

Instrument Maintenance

Students should ensure that they care for the instrument they hire. A regular care and maintenance program should be undertaken. If students have not been shown how to service their instrument, they should ask their teacher's advice. Damage resulting from carelessness and lack of maintenance is the student's responsibility. Repairs on departmental instruments through normal wear and tear can be facilitated through the school. Please do not attempt to repair a school instrument yourself. A qualified instrument technician must complete repairs to instruments. The Instrumental Music teacher will inspect any wear or damage and advise an appropriate course of action.

Replacement of consumable components of the instrument such as strings, reeds, valve oil etc. are the responsibility of parents.

The school instruments are provided to students in 'good working order' and at the end of the year the instruments must be returned in the same condition. School instruments that are not being satisfactorily maintained or safely stored will be reallocated to other instrumental music students.

Tuition

Students will receive one half-hour group lesson per week, this lesson will take place during school time and is free of charge.

It is an Education Queensland policy that any student having lessons in a State School must join a school-based ensemble when the instructor deems the child to be of a particular standard. Students are expected to be punctual at all times to both lessons and ensemble rehearsals. Instrumental lessons take precedence over other school activities.

Each student will be asked to complete a Home Practice Record to be presented to the Instrumental Music teacher at each lesson.

PLEASE NOTE

Each student must bring water, a pencil, eraser, plastic folder and method text book to each lesson. Students are able to check their lesson times which are displayed in the Music Room on the Instrumental Music Board.

The instrumental teachers also provide the classroom teachers with a copy of the timetables.

include work set by individual teachers and orchestral/band parts set by Instructors. Ensembles and bands depend heavily on the participation of EVERY member at ALL performances and rehearsals.

It is recommended that beginning students practice for 20 minutes per day, 3 days a week to revise and repeat the first learning concepts and more advanced students should practice for between 30 to 45 minutes per day, 5 days a week.

Parents Supporting Students

It is important for parents to show interest in their child's musical endeavours. Here are a few hints:

- help your child schedule practice time every day.
- listen to your child practice, create an informal weekly concert.
- be positive and encourage them to be persistent with practice.
- support them in attending ALL lessons, rehearsals and performances.
- ensure they have the correct supplies needed to maintain their instrument correctly.

Performances

It is an Education Queensland policy that any student having lessons in a State School must join a school-based ensemble when the instructor deems the child is of a particular standard. It is expected that all ensemble members will perform the pieces selected by the teacher for school parades and events and from time to time perform in public. Examples of venues and events include local and state competitions, retirement villages, churches, nursing homes and local community events.

Method Text Books and Sheet Music

Each student must provide a school music folder in order to keep their ensemble music in good order and their own tutor book. Instrumental music is expensive and if individual parts are lost, damaged or stolen replacement costs mount up quickly. To avoid costly replacements the student will be expected to supply a folder for their own sheet music. Plastic folders with a spine back and clear plastic pockets are ideal for this purpose, available in news agents for around \$1.00 the sheet music will last if looked after properly.

Requirements for Woodwind Instruments

Flute

- Tutor Book – “Sound Innovations Book 1” (for Flute)
- Flannelette Cleaning Cloth
- Music stand (for home practice and camps)

Clarinet

- Tutor Book – “Sound Innovations Book 1” (for Clarinet)
- Cleaning Swab
- Cork grease (preferably in “chapstick” form)
- 4 x size 1½ reeds for Bb Clarinet plus reed guards (to hold 4 reeds)
- Music stand (for home practice and camps)

Bass Clarinet

- Tutor Book – “Sound innovations Book 1” (for Bass Clarinet)
- Cleaning Swab
- Cork grease (preferably in “chapstick” form)
- 4 x size 2 reeds for Bass Clarinet plus reed guards (to hold 4 reeds)
- Music stand (for home practice and camps)

Saxophone – Alto & Tenor

- Tutor Book – “Sound Innovations Book 1” (for Alto/Tenor Saxophone)
- Cleaning Swab (to clean neck piece)
- Cork grease (preferably in “chapstick” form)
- 4 x size 2 reeds for Alto/Tenor Saxophone plus reed guards (to hold 4 reeds)
- Padded saxophone neck strap or harness (optional)
- Music stand (for home practice and camps)

Requirements for Brass Instruments

Trumpet

- Tutor Book – “Sound innovations 1” (for Trumpet)
- Two soft cotton cloths
- Cleaning Kit for Trumpet
- Mouthpiece brush
- Valve oil (All Cass)
- Slide Grease
- Flexible cleaner
- Music stand (for home practice and music camp)

Trombone

- Tutor Book – “Sound Innovations Book 1” (for Trombone)
- Two soft cotton cloths
- Cleaning Kit for Trombone
- Mouthpiece brush
- Flexible cleaner
- Slide Oil/Grease
- Music stand (for home practice and music camp)

French Horn

- Tutor Book – “Sound innovations Book 1” (for French Horn)
- Two soft cotton cloths
- Cleaning Kit for French Horn
- Valve oil (All Cass)
- Slide Grease
- Music stand (for home practice and music camp)

Euphonium/Tuba

- Tutor Book – “Sound innovations Book 1” (for Euphonium/Tuba)
- Two soft cotton cloths
- Cleaning Kit for Euphonium / Tuba
- Valve oil (All Cass)
- Slide Grease
- Mouthpiece brush
- Flexible cleaner
- Music stand (for home practice and music camp)

Requirements for Percussion

- Tutor Book – “Sound Innovations Book 1” (for Drums & Mallet Percussion)
- Drumsticks – size 5A (Vic Frith, Linko or Pro Mark)
- Natural Rebound Pad and Stand (for home use)
- Music stand (for home practice and camps)

Expectations of students

- I will care for and maintain my instrument
- I will attend all lessons for a minimum of one year
- I will practice at least 15 minutes (beginners) and 30 minutes (2nd year and above) per day, 4 days a week
- I will bring all my equipment (tutor book, music folder and instrument), and arrive on time, to all lessons and rehearsals
- I will become a member of the Concert Band when I have reached the required standard
- I will attend all Concert Band rehearsals, performances, concerts & camps

Parent Responsibilities

- I will show an interest in, support & encourage my child’s instrumental progress
- I will provide a suitable time and place for my child to practice
- I will supervise and encourage regular, good practice habits and sign my child’s practice record chart each week
- I will pay all music fees associated with participation in the program on time
- I will supply instrument accessories such as a music stand for practice, tutor book, reeds, strings, shoulder rests, etc. by the first week of school for my child to commence lessons, and replace these as needed
- I will keep the instrument in good repair and provide my child with a safe place to keep it
- I will return any instrument in need of repair to the school
- I will immediately report to the school any loss or damage of the instrument on loan
- I agree to accept financial responsibility for loss of or damage to the instrument while on loan from the school

Loan Agreement Information

Dear Parents/Caregivers

Your child has been allocated the use of a school instrument for one year. **This loan is subject to completion and return of the External Request for Equipment (Form 11) and the Student Resource Scheme – Participation Agreement Form (SRS).**

NB. Students who own their own instrument only have to return the Student Resource Scheme – Participation Agreement Form (SRS) form

Students will not receive their instrument in Term 1 until all forms have been returned to the school and fees have been paid in full.

As usual, we have had an overwhelming number of requests for places in the school Instrumental Music program. This is a very healthy sign but it does present us with some management difficulties. Therefore, if your child is borrowing a flute, clarinet, saxophone, trombone or trumpet they will have the use of that instrument for one year only, after which you will need to purchase or hire an instrument externally for them to continue lessons. This process gives more children the opportunity to learn using school instruments, and encourages the growth of school ensembles.

A number of music stores such as Shake it Up Music in Nambour (www.shakeitupmusic.com.au), Play Today Music at Brendale (www.playtodaymusic.com.au), offer instrument rental/purchase plans. Second hand instruments are also often available at Cash Converters or advertised through the Trading Post (although it is advisable to have these instruments checked prior to purchase). Please DO NOT purchase any musical instrument from EBay or any other internet site without playing it first, if you are unsure of purchasing a new instrument please contact the instrumental Music teacher.

Our school has acquired a number of new instruments. This means that we are now able to offer a larger group of beginners the use of school instruments that could otherwise be very expensive. However it also leads to greater on-going maintenance costs for these instruments.

2023 fees are as follows (parents will be invoiced early Term 1 2023):

Students using their own instrument: \$40

Students using school drums: \$40

Students hiring a school instrument: \$80

If you have any questions regarding borrowing school instruments, please feel free to contact the Instrumental Music teacher. Please note students will be unable to take their instruments home until the fees have been paid.

Participation

The success of the Instrumental Music Program is largely dependent on each student honouring the commitment he/she made upon entering the program. If one or two students fall behind, the progress of the group as a whole suffers.

We ask you therefore to please cooperate with our instrumental music teachers in urging your child to accept the responsibility he/she agreed to when joining the program. Students occasionally run into difficulties, which can be solved with a little extra guidance from parents and teachers and a little more effort on the student's part.

Cooroy State School Instrumental Music Program

Student Information

Student Name: _____

Parent/Caregiver's Name: _____

Contact Number/s: _____

Email Address: _____

Parent Signature: _____

Date: ___/___/___

AGREEMENT

Child's name: _____

Class: _____

I have read this handbook and understand my responsibilities outlined herein. I have discussed with my child the appropriate choices for Instrumental Music learning and support the chosen action to encourage full participation in the program.

I have read the above expectations of this Contract of Commitment and agree to abide by them.

Form 11

Attached

SRS

Attached



Queensland Government

Department of Education, Training and the Arts

External Request for Equipment EDQUIP EQ11

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 onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name:

Designation:

Date: / /



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: / /



**Queensland
Government**

Student Resource Scheme

Participation Agreement Form

Participation
<p>The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:</p> <ol style="list-style-type: none"> 1. a whole of school component which is common to all students depending on their year level; and 2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child <p><input type="checkbox"/> Yes I wish to participate in the Student Resource Scheme in _____ (Year). 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.</p> <p><input type="checkbox"/> No I do not wish to participate in the Student Resource Scheme in _____ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.</p>

Please refer to the accompanying *Subject Requirements List* and/or *Year Level Requirements List* for fee details.

Student Given Name	Student Surname	Yr Level	Fee
1.			\$
2.			\$
3.			\$
4.			\$
Total			\$

Parent Details	
Name:	
Parent Signature:	Date:

Payment Arrangement
<p><input type="checkbox"/> Now: I wish to make full payment now as a single payment of the total amount above.</p> <p><input type="checkbox"/> Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: \$ _____; Term 2: \$ _____; Term 3: \$ _____; or as negotiated with the school: _____.</p> <p>I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in non-curricular activities if my payment arrangement falls into arrears.</p>

School Use Only: negotiated instalments approved: _____ Position: _____

Payment Method
<p>I wish to make payment by:</p> <p><input type="checkbox"/> QParent/BPOINT* <input type="checkbox"/> BPAY** <input type="checkbox"/> EFTPOS (Credit/Debit Card)</p> <p><input type="checkbox"/> Centrepay Deduction*** <input type="checkbox"/> Cheque <input type="checkbox"/> Cash</p> <p>* Online through QParents/BPOINT or see your school's website 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 your CRN, please contact the school.</p> <p>** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided</p> <p>*** Payment by Centrepay deduction can be arranged through the school office</p>



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 administering 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.

Purpose of the Scheme

1. In accordance with the *Education (General Provisions) Act 2006*, 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.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent 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. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing 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 resources for their education, and saves the parent 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 chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent 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 unpaid fee will be subject to the school's debt collection processes.
11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
17. 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 your CRN, please contact the school.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the *Year Level Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in 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 of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.
36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.