

## Policy and Procedure Register updates – Summary of changes to:

### Student Resource Scheme (SRS) procedure

#### 1. Reason for new/updated policy or procedure *(select all that apply)*

- |   |  |                                |
|---|--|--------------------------------|
| <input checked="" type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation |                                |
| <input type="checkbox"/> Change to legislation/delegations                  | <input type="checkbox"/> Due for review              | <input type="checkbox"/> Other |

The procedure has been updated to align with the government's focus on cost-of-living concerns for parents and carers. It emphasises affordability, transparency, and promotes cost reduction strategies and shared decision-making when determining Student Resource Scheme (SRS) inclusions and fee levels.

#### 2. Summary of changes

##### Amended or clarified responsibilities

For Principals:

- Assess the impact of fees on parents/carers.
- Consider alternative and affordable options when developing the SRS.
- Take an active role in determining SRS inclusions and fees, assessing whether the school can absorb the cost and exploring cost-reduction strategies.
- Ensure that the P&C notifies parents and carers when the school's SRS or student learning resource fees will be discussed at their P&C meeting, or provide all parents and carers with the opportunity to provide input on inclusions and fees.
- Collaborate with the school community in setting fees and charges and seeking endorsement from the P&C.
- Consult with the P&C on their capacity to provide financial assistance to reduce fees.
- Report annually on SRS, Textbook Resource Allowance (TRA) and school fees to the P&C.
- Use surplus SRS revenue to the budgeted SRS expenditure in the following year or return it to parents if the amount is significant.
- Offer flexible payment plans and fee waivers to ensure accessible participation.
- Work with families facing financial hardship to ensure that no student is disadvantaged in their education, regardless of participation in the SRS.

For P&C Associations:

- Review and endorse the SRS and school fees, representing the collective voice of the school community.
- Consider providing financial assistance to schools to reduce fees for parents.
- Ensure parents and carers are notified about SRS discussions and provide opportunities for input.

For Parents/Carers:

- Encourage active involvement in reviewing SRS fees and providing input through the P&C.
- Approach the principal for fee waivers in cases of financial hardship.

For Financial Advisory Services:

- Advise and support schools and their supervisors in implementing the SRS.

##### Amended or clarified processes

- Emphasise affordability and cost-reduction strategies in SRS fee determination.
- Increase consultation with the P&C and school community before determining SRS inclusions and fees.

- Allow flexibility in determining SRS inclusions and fee levels based on various factors, such as school needs, community expectations and the ability to absorb or reduce costs.
- Enhance transparency in fee calculation, communication, reporting and the use of surplus revenue.
- Develop alternative resourcing options for students opting out of the SRS, ensuring equal access to instruction and facilities.
- Implement regular reviews to ensure that fees and charges meet evolving educational needs while maintaining transparency and value for money.
- Clarify that personal information management must comply with privacy procedures.

### 3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?  Yes  No

If yes, select the type of change: *(select all that apply)*

Revised responsibilities  New/additional responsibilities  Removed responsibilities

Position title	Summary of change	Page #
Various	See above	1-3

### 4. Communication and support for implementation

Consultation has been conducted with various stakeholders, including key educational associations, unions, and departmental representatives. Communication efforts include a letter to principals and training sessions delivered through SBMAQ roadshows and master classes, with additional sessions planned for Term 4, 2024.

#### For further assistance, please contact:

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