Diagrammatic process of the Student Resource Scheme

Parents School P&C Association

Decide whether or not to offer one or more SRS

Determine SRS inclusions

Seek approval for proposed improvements to the procedure

Determine the annual fee

Present SRS inclusions and fee to the P&C Association for discussion and obtain endorsement

Ensure parents are notified of SRSrelated meeting at least a month in advance

Annually discuss and endorse SRS

Complete PAF and return to the school

Invite parents to participate in the SRS (generally on enrolment)

If experiencing financial hardship, contact the school

Each year advise parents of annual SRS inclusions, fees and option to opt-out, or Provide parents who have opted out a list of required resources

Make determination about fee waivers

Pay invoice

Issue invoices to participants

Contact school if hired items not received If not participating in the SRS provide the required resources

Provide items included in each SRS

After February census, pay TRA to parents who choose not to participate in SRS

Return hired items

Recover items that are provided on a hire basis

Make pro-rata refunds of fees to parents of students not enrolled for the full school year

Manage debts in accordance with the department's Debt Management procedure

