

# **PRIMARY PARENT GUIDE**

**2023**

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### PRIMARY CAMPUS BELL TIMES FOR 2023

<b>Before 8.30am</b>	Students are encouraged not to arrive before this time. Students arriving to school before 8.00am will be contacted and advised of school protocol and must sit in the following areas: P-2 – Outside precinct gate at the front of the school 3-4 - G Block 5-6 – H Block
<b>8.45am</b>	Warning bell
<b>8.50am</b>	Roll marking
<b>9.00am</b>	First session: Classes and specialist lessons commence.
<b>11.00am</b>	First break (40 mins)
<b>11.35am</b>	Second Session warning bell
<b>11.40am</b>	First break ends - Second session: Classes and specialist lessons commence
<b>1.10pm</b>	Second break (30 mins)
<b>1.40pm</b>	Second break ends - Third session: Classes and specialist lessons commence
<b>2.50pm</b>	Departure bell

## FROM THE EXECUTIVE PRINCIPAL

Dear Parents/Guardians,

Woodcrest State College is a wonderful school with amazing facilities, wonderful students, enthusiastic staff and supportive parents. The College is situated in the dynamic city of Springfield, which is growing in population and infrastructure by the day. I believe that Woodcrest State College is one of the top schools in Queensland and that each and every student helps contribute to the advancement of our school. Woodcrest State College will start 2023 with approximately 1750 students from Prep to Year 12. Our Primary School will have about 750 students and our Secondary School about 1000 students and are all located on the one relatively flat site.

This guide contains important information about the **2023 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

### The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.
- Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use,
- and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Woodcrest State College operates a SRS for 2023.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on June 2021.

### SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

#### Student is new to the school

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **1/02/2023**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

#### Continuing student of the school

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme, the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

#### Resource Inclusions

All resources included in the SRS are detailed in the [SRS Resource list](#) in the annual Parent Guide. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

To ensure your student continues to be well-resourced from the first day of term, please complete and sign the Student Resource Scheme (SRS) Participation Agreement Form and return it to the College. Thank you for your support for the College and for the Student Resource Scheme (SRS) that allows every student in our College to start school being well prepared and resourced for the year ahead.

Regards



Debbie Hansen  
**Executive Principal**  
 Woodcrest State College

## ADMINISTRATION INFORMATION

### CONTACT INFORMATION

Primary Campus		<a href="mailto:primary.office@woodcrestsc.eq.edu.au">primary.office@woodcrestsc.eq.edu.au</a>
Secondary Campus	3280 2444	<a href="mailto:secondary.office@woodcrestsc.eq.edu.au">secondary.office@woodcrestsc.eq.edu.au</a>
Campus Administration		<a href="mailto:office@woodcrestsc.eq.edu.au">office@woodcrestsc.eq.edu.au</a>
Website		<a href="http://www.woodcrestsc.eq.edu.au">www.woodcrestsc.eq.edu.au</a>
College Map ( <i>Appendix A</i> )		Available on College website

### HOURS OF OPERATION

Primary	8:00am to 3.30pm
Campus	8:00am to 3.30pm

#### *January holiday hours of operation:*

Monday 16/1/23 - Friday 20/1/23                      8.30am – 3.30pm


### STUDENT ABSENCES

To inform the College of your child's absence, please make contact by 8:45am on the day of absence in one of the following ways.

- SMS Text only                      0426 305 139
- Absence telephone line           3280 2460
- Absence email notification       Student\_Absences@woodcrestsc.eq.edu.au

In your message, please advise of your child's name, year level, the date of absence, the reason for absence and the expected duration of absence.

All correspondence in relation to an absence must be received directly from the parent/guardian. Messages that are presented on a student's device will not be accepted as an authorised parent/guardian request.



Woodcrest State College  
P-12 Seamless Education

## Attendance - Every Day Counts

1 or 2 days a week doesn't seem much but.....

If your child misses....	That equals....	Which is....	and over 13 years of schooling that is....	Which means the best your child might perform is....
1 day per fortnight	20 days per year	4 weeks per year	nearly 1.5 years	equal to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	over 2.5 years	equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	over 5 years	equal to finishing in grade 7
3 days per week	120 days per year	24 weeks per year	nearly 8 years	equal to finishing off grade 4


**DID YOU KNOW?**

When students attend school they:

- ✔ Can achieve their full potential
- ✔ Have better career prospects
- ✔ Learn how to look after themselves and be healthy
- ✔ Grow in confidence
- ✔ Keep up with work and homework
- ✔ Make new friends

**GOOD ATTENDANCE MEANS...**  
Being in school at least 97% of the time.

**REMEMBER...**  
Your education is important so don't miss out!



## SCHOOL CALENDAR OF EVENTS

Important College calendar dates are available on our college website. [www.woodcrestsc.eq.edu.au](http://www.woodcrestsc.eq.edu.au)

The College website contains the most up to date policies and information and should be your first site to obtain information. Please also join our College Facebook page to keep up to date with important information and school events <https://www.facebook.com/WoodcrestStateCollege/>



## CONTACT DETAILS

It is important that the College can contact parents and guardians at all times. Parents/guardians should advise the College of any change of student or parent personal details by completing a change of personal details form located on the College web site [woodcrestsc.eq.edu.au](http://woodcrestsc.eq.edu.au) and return it to [enrolments@woodcrestsc.eq.edu.au](mailto:enrolments@woodcrestsc.eq.edu.au) or to your subschool student service area.

## STATE SCHOOL CONSENT FORM

A State School Consent form is to be completed for all new enrolments. Please complete (**Appendix D**) if you are enrolling or wish to update your consent details and return to [enrolments@woodcrestsc.eq.edu.au](mailto:enrolments@woodcrestsc.eq.edu.au) or to your subschool student service area.

## PREP – YEAR 6 STUDENT RESOURCE SCHEME

The objective of the Student Resource Scheme (SRS) is to offer parents an economic alternative to the purchase of school resources and textbooks and to enhance and maximise resources available for student learning. While membership of this scheme is *not compulsory*, the College strongly encourages your participation.

Parent contribution to the Student Resource Scheme for 2023 is **\$85.00** for Primary School. This is approximately **\$2.15** per week. *For payment methods that are available (see page 11).*

### Types of Resources provided

Generally, the three types of resources that could be included are:

#### Owned

- These items are retained by the student and used as required

#### Used

- These items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
- Work/items produced from these resources will remain the property of the student.

#### Hired

- These items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments).
- Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
- A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

All subjects receive reproduced class materials and teacher prepared materials which compliment and/or substitute textbooks and may be supplied in hardcopy, class set or electronic format.

## PREP – YEAR 6 STUDENT RESOURCE SCHEME - LIST OF RESOURCES

PREP -YEAR 6			
SUBJECT	RESOURCES REQUIRED	SRS COST	TYPE OF RESOURCE
ADMINISTRATION	Administration of the Student Resource Scheme	\$16.00	
STUDENT ID CARD (YRS 4-6)	ID Card (To be retained by teacher for student printing)	\$10.00	Owned
TECHNOLOGY	Additional computer software & licences and tech support	\$22.00	Hire
ENGLISH	Books to support teaching programs	\$20.00	Hire
	iPad Applications	\$20.00	Hire
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
	Printed class reference materials	\$10.00	Owned
MATHS	Maths Resource Kit	\$10.00	Hire
	iPad Applications	\$20.00	Hire
	Printed class reference materials	\$10.00	Owned
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
	Software Programs e.g. Mathletics	\$10.00	Hire
SCIENCE	Science Resource Kit	\$10.00	Used in Class
	Books to support teaching program	\$20.00	Hire
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
	Printed class reference materials	\$10.00	Owned
HASS	Books to support teaching program	\$20.00	Hire
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
	Printed class reference materials	\$10.00	Owned
	Software Programs	\$10.00	Hire
TECHNOLOGY	Equipment Hire e.g. Bee Bots	\$5.00	Hire
	Portable devices for classroom use	\$20.00	Hire
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
THE ARTS	Art Materials	\$20.00	Used in Class
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
MUSIC	Music Equipment to support teaching program	\$10.00	Hire
	Printed class reference materials	\$10.00	Owned
	Materials to extend teaching through practical experiences	\$10.00	Used in Class
HPE	Sports Equipment	\$20.00	Used in Class
	Printed class reference materials	\$10.00	Owned

## IN ADDITION, PARENTS ARE REQUIRED TO PROVIDE OR PAY FOR

- Stationery booklist per student, stationery lists for all year levels are available on our website
- User Pays Subject Fees (UPSF) (if participating)
- Participation in Bring your own Device (BYOD) program, for further details please refer to our website [www.woodcrestsc.com.au](http://www.woodcrestsc.com.au)
- School uniform (*see Page 19*) – see also the College Uniform Guidelines for appropriate dress on our website [www.woodcrestsc.com.au](http://www.woodcrestsc.com.au)

## USER PAYS SUBJECT SPECIFIC FEES

Some subjects require an additional fee to cover specific resources and certification costs. The summary below outlines the costs for 2023. Further information will be provided as part of the expression of interest process.

## Instrumental Music Year 3 – 12 Program

- |  |       |
|--|-------|
| ▪ Instrumental Music Participation Fee                       | \$40  |
| ▪ Percussion Fee (flat rate)                                 | \$50  |
| ▪ Instrument Hire Fee 1 <sup>st</sup> year                   | \$50  |
| ▪ Instrumental Hire Fee 2 <sup>nd</sup> year                 | \$75  |
| ▪ Instrumental Hire Fee 3 <sup>rd</sup> year                 | \$100 |
| ▪ Instrumental Hire Fee 4 <sup>th</sup> and subsequent years | \$125 |

**BREAKDOWN OF 2023 SRS RESOURCE LIST PER YEAR LEVEL**\*For Unit text titles, please contact the P-6 Curriculum HOD at [primary.office@woodcrestsc.eq.edu.au](mailto:primary.office@woodcrestsc.eq.edu.au)**PREP**

<b>SHARED RESOURCES</b>	Paper, coloured paper, cardboard, laminating resources, staples, post-its, show me boards
<b>ENGLISH</b>	Home readers, classroom texts, printed class reference materials, books to support teaching programs
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, maths resource kits, iPad applications
<b>SCIENCE</b>	Consumables/materials for experiments + seeds and seedlings, soil, gardening tools and plant pots, printed class reference materials
<b>HASS</b>	Printed class reference materials, books to support teaching programs
<b>TECHNOLOGIES</b>	Video camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, printed class reference materials
<b>HPE</b>	Sports equipment i.e. sand toys, balls, hoops, bean bags, skipping rope, printed class reference materials
<b>SOFTWARE</b>	Mathletics

**YEAR 1**

<b>SHARED RESOURCES</b>	Paper, cardboard, coloured paper, laminating resources, staples, post it notes, individual whiteboards, paddle pop sticks, pipe cleaners,
<b>ENGLISH</b>	Home readers, classroom texts, printed class reference materials, books to support teaching programs, butchers' paper, A3 paper, posters, iPad applications,
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, maths resource kits, iPad applications
<b>SCIENCE</b>	Consumables/materials for experiments materials for investigation and construction materials, printed class reference materials
<b>HASS</b>	Printed class reference materials, books to support teaching programs
<b>TECHNOLOGIES</b>	Video camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, printed class reference materials
<b>HPE</b>	Sports equipment i.e. Sand toys, balls, hoops, bean bags, skipping rope, printed class reference materials
<b>SOFTWARE</b>	Mathletics

**YEAR 2**

<b>SHARED RESOURCES</b>	Paper, coloured paper, cardboard, laminating resources, staples, post-its, whiteboard markers, individual whiteboards, paddle pop sticks, rubber bands, paper plates, split pins
<b>ENGLISH</b>	Home readers, classroom texts, butchers paper, A3 paper, posters, iPad applications, educational games, Ipad apps, printed class reference materials, dictionaries
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, Maths resource kits, iPad applications
<b>SCIENCE</b>	Consumables/materials for experiments, materials for investigation and construction materials, Printed class reference materials, class animal for observation/fast-growing seeds
<b>HASS</b>	Printed class reference materials, books to support teaching programs, atlases
<b>TECHNOLOGIES</b>	Video camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, printed class reference materials
<b>HPE</b>	Sports equipment i.e. sand toys, balls, hoops, bean bags, skipping rope, printed class reference materials
<b>SOFTWARE</b>	Mathletics

**YEAR 3**

<b>ENGLISH</b>	Home readers, classroom texts, butchers paper, A3 paper, iPad applications, educational games, printed class reference materials, sentence strips, coloured markers
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, Maths resource kits, iPad applications
<b>SCIENCE</b>	Consumables/materials for experiments, materials for investigation and construction materials, printed class reference materials, Science experiment resources
<b>HASS</b>	Printed class reference materials, books to support teaching programs, atlases



<b>TECHNOLOGIES</b>	Video camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use, materials to extend teaching through practical experiences
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, Printed class reference materials
<b>HPE</b>	Sports equipment i.e. balls, hoops, bibs, printed class reference materials
<b>SOFTWARE</b>	Mathletics
<b>YEAR 4</b>	
<b>ENGLISH</b>	Classroom texts, printed class reference materials, sentence strips
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, maths resource kits, iPad applications, graph paper
<b>SCIENCE</b>	Consumables/materials for experiments, materials for investigation and construction materials, printed class reference materials, Science experiment resources
<b>HASS</b>	Printed class reference materials, books to support teaching programs, atlases
<b>TECHNOLOGIES</b>	Video camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use, materials to extend teaching through practical experiences
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, Printed class reference materials
<b>HPE</b>	Sports equipment i.e. balls, hoops, bibs, printed class reference materials
<b>SOFTWARE</b>	Mathletics, Rocketmaths, OneNote
<b>YEAR 5</b>	
<b>ENGLISH</b>	Classroom texts, butchers paper, A3 paper, printed class reference materials
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, maths resource kits, iPad applications, graph paper
<b>SCIENCE</b>	Consumables/materials for experiments, printed class reference materials, construction materials, Science experiment resources
<b>HASS</b>	Printed class reference materials, books to support teaching programs, atlases
<b>TECHNOLOGIES</b>	Video camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use, materials to extend teaching through practical experiences, plant growth resources
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, Printed class reference materials
<b>HPE</b>	Sports equipment i.e. balls, hoops, bibs, printed class reference materials
<b>SOFTWARE</b>	Mathletics, Rocketmaths, OneNote, Education perfect
<b>YEAR 6</b>	
<b>ENGLISH</b>	Classroom texts, butchers paper, A3 paper, printed class reference materials
<b>MATHS</b>	Software subscriptions, materials to extend teaching through practical experiences, printed class reference material, Maths resource kits, iPad applications, graph paper
<b>SCIENCE</b>	Consumables/materials for experiments, printed class reference materials, construction materials e.g. batteries, tape, plastic cups etc.
<b>HASS</b>	Printed class reference materials, books to support teaching programs, atlases
<b>TECHNOLOGIES</b>	Video Camera, printed class reference materials, Bee bots, ozo bots, robotic mice, iPads, makey-makey kits, portable devices for classroom use, materials to extend teaching through practical experiences
<b>THE ARTS (VISUAL ART, MEDIA, DRAMA)</b>	Art and craft materials, costumes, props, books, plays and scripts, back drops, easels, aprons, iPad applications, portable devices for classroom use i.e. camera, video cameras.
<b>MUSIC</b>	Music equipment to support teaching program i.e. ukuleles, tuned and untuned percussion, Printed class reference materials
<b>HPE</b>	Sports equipment i.e. balls, hoops, bibs, printed class reference materials
<b>SOFTWARE</b>	Mathletics

## EXCURSIONS, CAMPS, SPORTS AND OPTIONAL NON-COMPULSORY EXTRA CURRICULAR SCHOOL ACTIVITIES

Before a student is invited to participate in extracurricular and optional school activities, a parent is expected to

- fully pay the Student Resource Scheme participation fee; or
- pay the Student Resource Scheme participation fee up to and including the term in which the school activity takes place; or
- make regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged; or
- be exempted by the Principal from paying all or part of the Student Resource Scheme participation fee; or
- return the Participation Agreement Form opting out of the SRS and supply their student with all resources on the subject requirements list supplied by the College.

The following is an example of excursions and programs from previous years. 2023 excursions and programs that will be occurring will be determined by Government health regulations and information will be sent out to you following the excursion guidelines. **Costs may vary.**

PREP		
ALLERGY AWARENESS	March	nil
PREP GECKOES INCURSION	March	\$10
DITTO KEEP SAFE ADVENTURE	April	\$6
SWIMMING	Term 3 & 4	\$36
YEAR 1		
ALLERGY AWARENESS	March	nil
DITTO KEEP SAFE ADVENTURE	April	\$6
SWIMMING	Term 1 & 2	\$36
STREET SCIENCE INCURSION	May	\$15
YEAR 2		
ALLERGY AWARENESS	March	nil
DITTO KEEP SAFE ADVENTURE	April	\$6
SWIMMING	Term 1 & 2	\$36
HOW TOYS MOVE WORKSHOP	June	\$9
YEAR 3		

ALLERGY AWARENESS	March	nil
STREET SCIENCE INCURSION	March	\$17
RURAL DISCOVERY DAY	May	\$17
CHANGING MONEY EXCURSION	August	nil
SWIMMING	Term 3 & 4	\$36

YEAR 4		
SWIMMING	Term 1 & 2	\$36
CINEMA EXCURSION - THE SECRET GARDEN	Term 1	\$17
STREET SCIENCE INCURSION	March	\$17
TOOHEY FOREST EXCURSION	July	\$30

YEAR 5		
STREET SCIENCE INCURSION	March	\$13
STARLAB INCURSION	May	\$11
YEAR 5 LEADERSHIP CAMP	August	\$75
LONE PINE SCIENCE	August	\$37
STREET SCIENCE INCURSION	August	\$11
EUREKA EXCURSION	September	\$40
SWIMMING	Term 3 & 4	\$36

YEAR 6		
GRIP LEADERSHIP	February	nil
PARLIAMENT HOUSE EXCURSION	March	\$25
SWIMMING	Term 1 & 2	\$36
YEAR 6 CAMP	September	\$245
WET N WILD	December	\$43

EXTRA CURRICULAR (Non-compulsory)		
FISAF PROGRAM (SPORTS AEROBICS)	Term 4	\$80
PRIMARY INTERSCHOOL SPORT Years 3-6	Term 2 & 3	\$37
SPRINGFIELD BEGINNER STRINGS	Term 3	\$15
SPRINGFIELD SENIOR STRINGS WORKSHOP	Term 2	\$40
IPSWICH EAST & SPRINGFIELD BOOTCAMP	Term 3	\$15

## FUNDRAISERS

- School based fund-raising activities occur once per term in each sub-school and are run by the Student Councils.

## PAYMENT METHODS

### BPOINT - PREFERRED METHOD OF PAYMENT

BPOINT is now the preferred payment method for all student invoices at Queensland State Schools. All invoices that you receive will display a web link (hyperlink on emailed invoices) to the DET BPOINT payment portal, a **CRN** Customer Reference Number and the invoice number for online payment. This information will allow you to pay via BPOINT using a credit or debit card. BPOINT will provide you with a receipt for the transaction only if paid online.

*Please note that payments processed via BPOINT will take overnight to appear on the School's bank account.*

**ALL 4 fields MUST be filled in!**

**CRN: Customer Reference Number**

### BPOINT BY PHONE - 1300 631 073

Phone payment using credit/debit card via BPOINT 1300 631 073. Please quote CRN and Invoice number from invoice provided.

### INSTALMENTS

A payment plan is offered to families, and is to be paid in 3 instalments. Instalments are paid in the first two weeks of the first 3 terms.

- Term 1 - \$30
- Term 2 - \$30
- Term 3 - \$25

Please indicate your options on the Annual SRS Fee Payment Agreement Form (**Appendix C**) and return the form signed.

### PAYMENT PLANS

Payment plan arrangements can be made via email request to [accounts@woodcrestsc.eq.edu.au](mailto:accounts@woodcrestsc.eq.edu.au)

### CENTREPAY DEDUCTIONS

A Centrepay Deduction form will need to be completed and returned if you wish to participate, the form is located on the College web site [woodcrestsc.eq.edu.au](http://woodcrestsc.eq.edu.au). Deduction amounts and frequency of instalments need to be completed prior to submission of form. Also, please complete and return the SRS Participation Agreement Form (**Appendix B**). Forward all forms to [enrolments@woodcrestsc.eq.edu.au](mailto:enrolments@woodcrestsc.eq.edu.au).

Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

### IN PERSON AT CAMPUS ADMINISTRATION (EFTPOS/BPOINT IPAD STATION)

**Hours of Operation** 8:00am – 10:00am School Days

**Closes** 18 November 2022

Woodcrest State College is aiming towards a cashless future. Our friendly staff are happy to guide you through this change.

***If extreme financial hardship exists, please contact the Primary or Secondary School Principal so special arrangements can be made prior to 10 February 2023. All discussions will be held in confidence***

## BPOINT eDDR



## BPOINT eDDR Process



This is a payment solution that enables parents/guardians to set up payment plans on invoices to pay them off through the school year (for example: SRS fees)

1. Please contact [accounts@woodcrestsc.eq.edu.au](mailto:accounts@woodcrestsc.eq.edu.au) to request an eDDR payment plan
2. School sends parent/guardian an email with the BPOINT eDDR link
3. Parent/guardian clicks on the BPOINT eDDR link and the registration page opens up with all relevant information pre-filled
4. Customer registers their payment method (credit/debit card or bank account) and receives a confirmation email detailing the agreement
5. Customer receives a reminder email the day before their payment is due to be charged

## QPARENT

Department of Education and Training

# QParents

Secure online parent portal



The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information, Academic report cards, Class timetables
- Downloading exam timetables and assessment planners
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions, address and enrolment details
- Upcoming events list showing school events, exam and assessment dates, and excursions

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

QParents does not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us and obtain information.

More information about QParents at <https://qparents.qld.edu.au/#/about>

## ADDITIONAL COLLEGE INFORMATION

### COMPASS

In 2023, Woodcrest State College will use a new information system as our Parent Portal. The name of the new system is Compass and accessing this portal will allow you to:

- Access your child's Student Progress and Semester Reports
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Approve or enter upcoming, or past, absences for your son/daughter
- Download, print and approve upcoming excursion documentation
- Complete your child's course information
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

#### Accessing Compass

Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app available for iOS or Android.

You will receive more communication how to access and use the portal closer to the beginning of the new school year.

### COLLEGE STATIONERY LIST

Our stationery suppliers, to help you with your booklist orders this year, are a local company "The Study Store". They provide this service to a number of other local schools in the areas of Greater Springfield, Greenbank and Jimboomba. Please follow the instructions on your stationery lists provided.

[BOOKLIST LINK ON COLLEGE WEBSITE](#)

#### Home Delivery

Your order will be delivered to your nominated address. A text message will be sent the day prior to despatch, with most deliveries taking place in the evenings or on weekends, by their own driver.

#### Fees

- Order cut-off date is 9/12/2022 with payment options of Visa, Mastercard and AfterPay available (min \$50 order value)
- Delivery is available for a small fee of \$8.00 per booklist.
- NO DELIVERY FEE when you opt for COLLECTION - available on FRIDAY & SATURDAYS - 57 Tralee Court, SOUTH MACLEAN
- Orders will still be accepted after the cut-off date, however, a late fee of 10% of your order/per order will apply.

#### Orders Placed

The average booklist order processing time is 14 business days. The Study Store will notify you via sms/email when your order is ready for collection or despatch. 100% of past booklists have been supplied ahead of return to school.

### COLLEGE PHOTOS

MSP Photography is a locally owned and operated business. MSP Photography is one of Australia's largest school photography service providers, photographing around 1.3 million pre-school, primary school and high school students across Australia each year.



Have your child's school memories captured forever in Term 1 on the 20 February 2023 and catch-up day on the 24 February 2023.

Class, individual and ID card photographs will be taken at this time. All students must comply with the College Uniform Policy.

### COLLEGE TRANSPORT AND BUS COMPANY CONTACTS

Bus travel is provided by Bus Queensland. Information about this service can be accessed by contacting the company on 3288 1333 or [translink.com.au](http://translink.com.au)

## YMCA OUTSIDE SCHOOL HOURS CARE

The YMCA of Brisbane would like to take this opportunity to introduce ourselves and to thank Woodcrest State College for welcoming us into your community to provide Outside School Hours Care (OSHC). We are absolutely thrilled to be your provider of choice and cannot wait to meet you all. Our YMCA OSHC service offers a wide range of fun, stimulating and relevant programs that reflect real world experiences and home settings.



**YMCA Brisbane**  
107 Brunswick St  
Fortitude Valley QLD 4006  
M: 07 3253 1700  
F: 07 3253 1709  
ymcabrisbane.org

This helps encourage a sense of community amongst the children, facilitates leadership development and allows your child to practice social skills in a supported and caring environment. YMCA Woodcrest State College OSHC activities and plans are aligned with the YMCA Mission – to provide opportunities for children to grow in body, mind and spirit – underpinned by our values of Honesty, Caring, Respect and Responsibility.

We blend this philosophy with the National Quality Framework 'My Time Our Place' and Woodcrest State College's educational principles to develop relevant, engaging and most of all FUN activities for your child whilst in our care. YMCA Woodcrest State College OSHC operates from 6.30am to 8.40am and 2.50pm to 6.30pm Monday to Friday. Vacation care (Holiday Club) will operate from 6.30am – 6.30pm.

Please take time to view our website [ymcachildcare.com.au/outside-school-hours-care/Woodcrest](http://ymcachildcare.com.au/outside-school-hours-care/Woodcrest) or contact the service [awc@ymcabrisbane.org](mailto:awc@ymcabrisbane.org) - 0476 897 956 for a Family Information Pack. Our team looks forward to answering all of your questions and to meeting you and your children soon.

Warm regards, The YMCA OSHC Management Team

For more information visit the School's website [woodcrestsc.eq.edu.au/facilities/out-of-school-hours-care](http://woodcrestsc.eq.edu.au/facilities/out-of-school-hours-care)

## WOODCREST STATE COLLEGE P&C ASSOCIATION - CANTEENS & UNIFORM SHOP

The Woodcrest State College P&C take a formal role in supporting our College. They endeavour to invest back into school through resources that enhance student learning and improve the school environment. Meetings are held once a month at the College and online via Zoom. Meetings start at 6.30pm and run for approximately one hour. Everyone is welcome and encouraged to attend. More information about the meetings and events run by the P&C, including membership forms, can be found via the following link to the **P&C PARENT HANDBOOK** or joining our Facebook page 'Team Woodcrest'.



The P&C at Woodcrest run two businesses within the school grounds. The Canteens and the uniform shop. Our Canteens aim to provide your children with healthy lunchtime options. The canteens offer slightly different menus to cater for all of children with an online pre ordering system [www.wscpc.com.au/onlineordering](http://www.wscpc.com.au/onlineordering). Our uniform shop provides the school with all their uniform needs. We strive to provide the children of Woodcrest with the best quality uniform for the best price. Please visit page 15 for more information.

Please head over to our 'Team Woodcrest' Facebook page or our website [www.wscpc.com.au](http://www.wscpc.com.au) to find the most up to date canteen menus, uniform pricing lists, and event information.

Canteen contacts: 0428 126 886 [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au)

For all online shopping for the uniform shop, the canteens and fundraising events please visit [www.wscpc.com.au/onlineordering](http://www.wscpc.com.au/onlineordering) or follow the QR code.

## UNIFORM SHOP - Purchasing Options

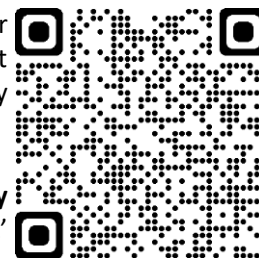
Our uniform shop is operated by our P&C Association and is onsite only. This has allowed us to offer online ordering as our preferred way of purchasing items from the uniform shop. Primary student orders will be delivered to student's classes via the Primary Canteen lunch baskets. Secondary student orders will need to be collected from the Secondary Canteen at either break time.

For those that prefer to come in store for purchases, the opening times during the terms are; **Monday 8am-10am, Wednesday 2pm-4pm & Thursday 8am-10am**. Please join our 'Team Woodcrest' Facebook page for holiday opening hours.

Please note the Uniform shop is closed Thursday 26 January due to Public Holiday

For online ordering please head over to [wscpc.com.au/onlineordering](http://wscpc.com.au/onlineordering) or scan the QR code.

To get in contact with the uniform shop please email [uniforms@wscpc.com.au](mailto:uniforms@wscpc.com.au).



## Woodcrest State College P&amp;C Association

## UNIFORM SHOP PRICE LIST

All Products Currently Available

<u>Sports Uniform Years P-12</u>	<u>Product description</u>	<u>Price</u>
Unisex Sport Polo - Long	Green/Black/Gold Polo top Inc logo. Bamboo fabric.	\$33.00
Unisex Sport Polo - Short	Green/Black/Gold Polo top Inc logo. Bamboo fabric.	\$33.00
Unisex Sport Shorts - Long	Black Shorts with green/gold pipping, Inc logo. 4-way microfiber stretch material.	\$38.00
Unisex Sport Shorts - Short	Black Shorts with green/gold pipping, Inc logo. 4-way microfiber stretch material.	\$38.00
Sport Skort (Primary only)	Black skort with green/gold pipping Inc logo. 4-way microfiber stretch material. Lycra inner shorts and zip pocket.	\$34.00
<b><u>Winter Sports Uniform P-12</u></b>		
Unisex Long Sleeve Polo	Green/Black/Gold long sleeve Polo top Inc logo. Made with bamboo fabric.	\$39.00
Unisex Jacket	Black jacket with green/gold pipping Inc logo and zip pockets.	\$47.00
Unisex Trackpants	Black trackpants with green/gold pipping Inc logo. Elasticated bottoms and zip pocket.	\$37.00
<b><u>Accessories</u></b>		
Library Bag	Bottle green bag Inc logo.	\$15.00
Black Cap	Breathable black cap Inc logo.	\$12.00
Black Bucket Hat	Breathable black bucket hat Inc logo and adjustable toggle string for sizing.	\$15.00
Socks	White ankle socks with green/gold strips.	\$6.00
<b><u>Girls Formal Uniform Years 10-12</u></b>		
Female Formal Blouse	White blouse Inc logo, hidden bust button and back pleats.	\$35.00
Female Formal Skirt	Bottle green skirt with zip pockets.	\$46.00
Unisex Formal Short	Black formal shorts Inc logo and zip pocket.	\$45.00
Unisex Tie	Unisex Bottle green tie Inc Logo.	\$20.00
<b><u>Boys Formal Uniform Years 10-12</u></b>		
Male Formal Shirt	White Male formal shirt Inc logo	\$35.00
Unisex Formal Short	Black formal shorts Inc logo and zip pocket.	\$45.00
Unisex Tie	Unisex Bottle green tie Inc Logo.	\$20.00

***All prices are subject to alteration***

## P&C Membership

Want to become a member of the Woodcrest P&C? An online membership form is available through the below QR Code



# Woodcrest State College (0456)



Ref	New_FLC	Local_Name
01	0456-CA1-S-JABL	JUNIOR A BLOCK (ADMIN)
02	0456-CA1-S-SAMF	AMENITIES FEMALE BLDG
03	0456-CA1-S-JHBL	JUNIOR H BLOCK
04	0456-CA1-S-SHTP	TTC FIRE PUMP SHED
05	0456-CA1-S-JCBL	JUNIOR C BLOCK
06	0456-CA1-S-MSCB	MIDDLE SCHOOL SCIENCE BLOCK
07	0456-CA1-S-HAPM	HANGAR - MUSIC DRAMA
08	0456-CA1-S-M1BL	M1 GENERAL TEACHING BLOCK
09	0456-CA1-S-HACR	HANGAR - COMPUTER RESOURCE
10	0456-CA1-S-M2BL	MIDDLE M2 BLOCK (M2BL)
11	0456-CA1-S-HAVA	HANGAR - VISUAL ART
12	0456-CA1-S-M3BL	M3 - GENERAL TEACHING BLOCK
13	0456-CA1-S-HAST	HANGAR - SCIENCE
14	0456-CA1-S-M4BL	M4 - GENERAL TEACHING BLOCK
15	0456-CA1-S-HAIN	HANGAR - INDUSTRIAL TECHNOLOGY
16	0456-CA1-S-M5BL	M5 - GENERAL TEACHING BLOCK
17	0456-CA1-S-SIBL	SERVICE INDUSTRY BUILDING
18	0456-CA1-S-M6BL	M6 - GENERAL TEACHING BLOCK
19	0456-CA1-S-CCBL	CANTEEN BLOCK
20	0456-CA1-S-M8BL	M8 BLOCK
21	0456-CA1-S-MABL	STUDENT SUPPORT SERVICES
22	0456-CA1-S-CMBL	GYMNASIUM/SPORTS CENTRE BUILDI
23	0456-CA1-S-CWBL	STORE/AMENITIES BLOCK
24	0456-CA1-S-SSBL	SECONDARY ADMINISTRATION
25	0456-CA1-S-CABL	CAMPUS ADMIN BLOCK
26	0456-CA1-S-RCBL	RESOURCE CENTRE BUILDING
27	0456-CA1-S-S1BL	S1 - GENERAL TEACHING BLOCK
28	0456-CA1-S-S3BL	S3 - GENERAL TEACHING BLOCK
29	0456-CA1-S-SABL	SENIOR PATHWAYS
30	0456-CA1-S-S6BL	S6 - GENERAL TEACHING BLOCK
31	0456-CA1-S-SAMM	AMENITIES MALE BLDG

Ref	New_FLC	Local_Name
32	0456-CA1-S-CSBL	CAMPUS STAFFROOM BUILDING
33	0456-CA1-S-PABL	PERFORMING ARTS/AUDITORIUM BUI
34	0456-CA1-S-JGBL	JUNIOR G BLOCK
35	0456-CA1-S-JDBL	JUNIOR D BLOCK
36	0456-CA1-S-JEBL	JUNIOR E BLOCK
37	0456-CA1-S-JOBL	JUNIOR O BLOCK
38	0456-CA1-S-JQBL	JUNIOR Q BLOCK
39	0456-CA1-S-S2BL	S2 - GENERAL TEACHING BLOCK
40	0456-CA1-S-JIBL	JUNIOR I BLOCK (RESOURCE CENTR
41	0456-CA1-S-JVBL	JUNIOR V BLOCK
42	0456-CA1-S-JJBL	JUNIOR J BLOCK
43	0456-CA1-S-JUBL	JUNIOR U BLOCK
44	0456-CA1-S-JKBL	JUNIOR K BLOCK
45	0456-CA1-S-JNBL	JUNIOR N BLOCK
46	0456-CA1-S-JBBL	JUNIOR B BLOCK
47	0456-CA1-S-SHM7	SHED - M7
48	0456-CA1-S-JLBL	JUNIOR L BLOCK
49	0456-CA1-S-JFBL	JUNIOR F BLOCK
50	0456-CA1-S-JPBL	JUNIOR P BLOCK
51	0456-CA1-S-JSBL	JUNIOR S BLOCK
52	0456-CA1-S-JRBL	JUNIOR R BLOCK
53	0456-CA1-S-S4BL	S4 - GENERAL TEACHING BLOCK
54	0456-CA1-S-SHJS	SHED - JUNIOR SPORTS
55	0456-CA1-S-SHEC	SHED - ECDP STORAGE
56	0456-CA1-S-SHJG	SHED - JANITOR GROUNDS
57	0456-CA1-S-SHP1	SHED - PREP 1 STORAGE (SML)
64	0456-CA1-G-SSUB	SHADE STRUCTURE U BLOCK
65	0456-CA1-G-SSSB	SHADE STRUCTURE S BLOCK
66	0456-CA1-G-SSON	SHADE SAIL OVAL NORTH
67	0456-CA1-G-SSOW	SHADE SAIL OVAL WEST
69	0456-CA1-G-PGPR	PLAYGROUND - PREP
70	0456-CA1-G-SSBB	SHADE STRUCTURE B BLOCK

Ref	New_FLC	Local_Name
71	0456-CA1-G-PGEC	PLAYGROUND - ECDP
72	0456-CA1-G-PGJB	PLAYGROUND - JUNIOR B
73	0456-CA1-S-CAM4	COVERED AREA M4
74	0456-CA1-S-CAM6	COVERED AREA M6 BLOCK
76	0456-CA1-G-SSOB	SHADE STRUCTURE O BLOCK
78	0456-CA1-G-PGJA	PLAYGROUND - JUNIOR A
79	0456-CA1-G-OVJR	OVAL - JUNIOR
80	0456-CA1-G-TCRT	TENNIS COURTS - JUNIOR
81	0456-CA1-G-OVMS	OVAL MIDDLE/SENIOR
82	0456-CA1-S-S5BL	S5 - GENERAL TEEACHING BLOCK
83	0456-CA1-S-M7BL	M7 BLOCK
84	0456-CA1-S-SHP2	SHED - PREP 2 STORAGE (LARGE)
85	0456-CA1-S-SE15	COVERED AREA - DRIVEWAY
86	0456-CA1-G-SSJO	SHADE STRUCTURE JUNIOR OVAL
87	0456-CA1-S-JHAL	JUNIOR HALL
89	0456-CA1-S-SHPU	SHED - PUMP
90	0456-CA1-G-CNET	CRICKET NETS MDL/SNR OVAL
91	0456-CA1-G-LJP1	LONG JUMP PIT - MID/SNR
92	0456-CA1-G-LJP2	LONG JUMP PIT - MID/SNR
93	0456-CA1-G-MPCM	MULTIPURPOSE COURT MIDDLE
94	0456-CA1-G-LJPJ	LONG JUMP PIT JUNIOR
95	0456-CA1-G-GREA	GREENHOUSE (HANGAR)
96	0456-CA1-S-OTTC	TRADE TRAINING CENTRE
97	0456-CA1-S-SHTA	SHED - TTC AUTO
98	0456-CA1-S-SHTC	SHED - TTC CONSTRUCTION
99	0456-CA1-S-SHTL	SHED - TTC LOGISTICS
100	0456-CA1-S-SHTS	SHED - TTC SERVICES
101	0456-CA1-S-SHTU	SHED - TTC UTILITIES
102	0456-CA1-G-SSFB	SHADE STRUCTURE F BLOCK
103	0456-CA1-S-AS11	OVAL DEMOUNTABLE
104	0456-CA1-S-JWBL	JUNIOR W BLOCK
105	0456-CA1-S-SHDO	SHED JUNIOR OVAL
106	0456-CA1-G-SSFB	SHADE STRUCTURE F BLOCK



# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

- YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with 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 is authorised or required by law to make the disclosure.



## Terms and Conditions

### Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

2. In accordance with the *Act*, 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

### Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

### Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

### Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

## Additional Information

### Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



# Woodcrest State College

## Student Resource Scheme

### Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **2022 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

**The Queensland Government supports students' education by providing funding for:**

- **Instruction, e.g. teachers**
- **Facilities, e.g. buildings, amenities, furniture**
- **Administration, e.g. staffing and resources to administer the operations of the school.**

**Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.**

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Woodcrest State College operates a SRS for 2022.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held in May 2021.

#### **SRS Participation**

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

*Student is new to the school.....*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **24/01/2022**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

*Continuing student of the school.....*

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

#### **Resource Inclusions**

All resources included in the SRS are detailed in the [SRS Resource list](#) in the annual Parent Guide. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school.... if items on the list of resources are not received by their child when resources are distributed.

#### **Type of Resources provided**

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
  - work/items produced from these resources will remain the property of the student.

- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
  - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
  - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

## Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

## The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	2021 TRA Rate	2022 TRA Rate
Years 7 to 10	<b>\$130</b>	<b>TBA</b>
Years 11 to 12	<b>\$281</b>	<b>TBA</b>

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website.

This also includes the TRA component which has been deducted to reduce the SRS fee payable.

\* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

## Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

## Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

## Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- 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.
- 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 the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.
- The form is located on the College web site [woodcrestsc.eq.edu.au](http://woodcrestsc.eq.edu.au)

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with [accounts@woodcrestsc.eq.edu.au](mailto:accounts@woodcrestsc.eq.edu.au)

## Woodcrest State College



## SRS Fee Payment Arrangement Form

**Section 1: Student Details**

<b>Student Name</b>	
<b>Student ID</b>	
<b>Year Level</b>	

**Section 2: SRS Category**

SRS Category	SRS Fee Payable	Option Selected
Junior Secondary (Yrs 7-9) Curriculum Resources	<b>\$85</b>	<input type="checkbox"/>
Instrumental Music ( <i>if applicable</i> )	<b>\$40</b>	<input type="checkbox"/>
		<input type="checkbox"/>

**Section 3: Payment Arrangement**

Please select the preferred payment options:

Payment options	Instalments	Junior Secondary Yrs 7-9	
		Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	<b>\$85</b>	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: Instalment 2: Instalment 3:	<b>\$30</b> <b>\$30</b> <b>\$25</b>	<input type="checkbox"/>
3. An instalment plan as negotiated with the school	<b>TBA</b>	<b>\$</b>	<input type="checkbox"/>

**Section 4: Return of the Participation Form**

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form?      Yes       No

**Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.**

**Section 5: Parent Signature**

<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	



## **Introduction to the State School Consent Form (attached) for Woodcrest State College**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

## **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

## **Consent may be limited or withdrawn**

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

## **Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: [www.woodcrestsc.eq.edu.au](http://www.woodcrestsc.eq.edu.au)
- Facebook: [www.facebook.com/WoodcrestStateCollege](https://www.facebook.com/WoodcrestStateCollege)
- YouTube: <https://www.youtube.com/channel/UCPfTef8KOxbYyZYP8ztOrVQ/>
- Instagram: **[insert url]**
- Twitter: **[insert url]**
- Other: **[insert url/application name]**
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

## **Duration**

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

## **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact [enrolment@woodcrestsc.eq.edu.au](mailto:enrolment@woodcrestsc.eq.edu.au) marked attention to Enrolment Officer.

Primary or Secondary Administration via [office@woodcrestsc.eq.edu.au](mailto:office@woodcrestsc.eq.edu.au) should be contacted if you have any questions regarding consent.

# State School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

(d) Name to be used in association with the person's personal information and materials\* (please select):

Full Name  First Name  No Name  Other Name .....

*\*Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

## 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

## 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals;
  - promotional/advertising materials; and
  - presentations and displays.

## 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: ongoing

## 5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:



## 6 CONSENT AND AGREEMENT

### ► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1  
 the identified person in section 1 (if a mature/independent student or employee including volunteers)  
 recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

### **SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

### ► **WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

### ► **Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

# WOODCREST BYOD PROGRAM



In 2023 Woodcrest State College will be running a 1-1 BYOD program in Years 5 and 6 in Primary School as well as all year levels from 7 to 12 in Secondary School. Students in these year levels will need to attend school with their own device. The BYOD Program for Year 3 and 4 will be created via an expression of interest.

## BYOD Program Highlights

- ⇒ Students in the program are required to bring their own laptop to school every day.
- ⇒ BYOD will enhance student performance, enhance teaching and learning, and improve data literacy skills.
- ⇒ The minimum required specification (see below) is about technical specifications not brands or models.
- ⇒ Students, parents or carers are required to sign the BYOD Charter Agreement (see website) regarding how the device can be used at school. When signed, you have agreed that your child brings their own device to school every day. This is also signed by parents at enrolment.
- ⇒ BYOD Technical Support Officers are available at BYOD Window to assist and answer technical questions.
- ⇒ School does not manage, support, own or guarantee the device.
- ⇒ Limited number of school owned devices are available to families having financial difficulty for one term only. To find out more, please see the school website > Extra Curriculars > Computer and Internet >BYOD > Equity Device.
- ⇒ Student owned devices connect to the school network via the 'BYOD Solution' which provides students with secure login to the network enabling access to in-school digital resources and the internet, protected by Education Queensland's filtering and reporting systems.
- ⇒ Class OneNote and other educational online platforms are used in classes. The platforms have a personal workspace for every student, a content library for their handouts and a collaboration space for lessons and creative activities.
- ⇒ eBooks to be used in some subjects and in some year levels. Students will need to be a part of the School SRS to have access to eBooks.

## I have my device, what now?

Bring your compatible, updated and fully charged device from day one. The Technical team and the classroom teachers will assist you to on-board your laptops. It may take a few weeks to get all students on-boarded.

Alternatively you can onboard your laptop anytime at home by following the instructions which can be found on the BYOD page of the Woodcrest website.



<https://woodcrestsc.eq.edu.au/>



32802444



BYOD@woodcrestsc.eq.edu.au

**Take this cut off when shopping for your device. Your device must meet all the minimum requirements.**

**Note: Chromebook and Android devices are not compatible with school network.**

### Technical Subjects

Graphics, Media, Yr 11 & 12 Art, Digital Technologies and Information Technology

- Intel Chip i5/i7 - 2.3GHz (or equivalent)
- 2Gb Dedicated Graphics
- 8Gb RAM
- 240Gb Hard Drive (note: we recommend Solid State Drives for increased durability and speed)
- Minimum 14" display
- Wireless Network 5Ghz
- Battery sufficient to last 6 hours on Balanced Power Mode
- Windows 10 or 11 64bit Operating System (note: Windows 10 S is not compatible).
- USB 3.0
- Virus Protection (Trend Micro is NOT recommended)

### Non-technical Subjects

- Intel Core i3/Dual Core Processor (or equivalent)
- Intel HD Graphics 5000 (or equivalent)
- 4Gb RAM
- 120Gb Hard Drive (note: we recommend a 240Gb or Solid State Drives for increased durability and speed)
- Minimum 12" display
- Wireless Network 5Ghz
- Battery sufficient to last 6 hours on Balanced Power Mode
- Windows 10 or 11 64bit Operating System. (note: Windows 10 S is not compatible).
- USB 3.0
- Virus Protection (Trend Micro is NOT recommended)