

PERCUSSION STUDENT - CONTINUING INSTRUMENTAL MUSIC GUIDELINES

Instrumental Music Program Expectations

Acceptance to the Instrumental Music Program is dependent upon the student and a parent or carer signing the contract to acknowledge their acceptance of the conditions outlined below.

All students are expected to demonstrate their commitment to the program by:

- attending lessons, rehearsals and performances;
- bringing their instrument and music to school when required;
- maintaining a high standard of behaviour during lessons and rehearsals;
- Attaining Achievement Levels as determined by the teacher (based on the Instrumental Music Curriculum Guidelines);
- demonstrating evidence of completing an adequate amount of home practice (minimum 15 minutes per day).

Use of School Instruments

Musical instruments owned by Camira State School are primarily used to support the Year 4 Beginner Band.

Continuing students playing euphonium, trombone, tenor saxophone and bass clarinet may continue to use the school instrument as these are very expensive and it is not reasonable to expect parents to purchase them. For the above instruments, an annual hire charge (currently \$100 for students) is required to be paid to offset the cost of repairs and replacements. A separate loan agreement form is to be completed.

Fees for Participation in the Program

Tuition is provided free of charge by the Department of Education. However, there are some fees payable to partially recover the direct costs to the school of providing this program.

Year 4 - 6 Band Students:

- \$120 Instrument Hire Fee includes \$20 Music Levy
- \$50 Percussion Student Fee includes \$20 Music Levy
- \$20 Own Instrument (Music Levy)

Music Levy of \$20 is payable by ALL students

Rules for Participation in the Program

Students are expected to behave in accordance with the Camira State School Student Code of Conduct and display school values at all times: Respect, Responsibility & Resilience.

Examples of what these behaviours might look like include:

- Bringing your instrument and music to school for lessons;
- Being considerate by coming to lessons on time;
- Being respectful and considerate by behaving in a manner which does not interfere with the learning of the other students;
- Showing appreciation for the efforts of the teacher and other students;
- Respecting property e.g., taking care of instruments and other equipment;
- Trying your best by doing 15-20 minutes or more of home practice every day;
- Being considerate by attending all performances and rehearsals;
- Trying your best to achieve the standards set in the curriculum.

A copy of the Student Code of Conduct can be located at:

camirass.eq.edu.au/supportandresources/formsanddocuments/documents/camira-student-code-of-conduct.pdf

Students who are not meeting the expectations may be cautioned by the Instrumental Music Teacher and/or the Principal. If the situation continues, the Instrumental Music Teacher/Principal will contact the parents/carers to discuss the situation and decide if continuation in the program is possible.

Please complete the forms attached and return to the school office no later than **26th November 2025**. For further information, email any enquiries to: Rose Salemanesa rsale4@eq.edu.au

THANK YOU FOR ENCOURAGING YOUR CHILD TO EXPERIENCE THE WONDERFUL JOURNEY OF LEARNING &
LOVING MUSIC



Instrumental Music Enrolment

Contract 2026

STUDENT NAME: _____

INSTRUMENT: _____

PARENTAL COMMITMENTS:

In signing this form, you agree to:

- Agree to pay the required Levy
- Arrange a regular time and place for your child to practice at home
- Ensure that your child attends all weekly lessons and band practices
- Show an interest and encourage your child to play for others
- Provide and replace any necessary consumables required for the care and operation of the student's instrument e.g., reeds, valve oil, tutor book

STUDENTS COMMITMENTS:

In signing this form, you agree to:

- Practice regularly (15-20 minutes 5 days a week)
- Be organised and attend all lessons on time
- Be organised and attend all band rehearsals on time
- Participate in the school band and performances as required
- Take good care of any hired instruments
- Commit to the program until you finish year 6

Once a student has joined the program, he/she is expected to continue until they finish year 6, at this school. However, if the conditions above are not fulfilled, the principal, in consultation with the Instrumental Teacher may exclude a student from the program.

SIGNED..... (Parent/Caregiver)

SIGNED.....(Student)



Camira State School Student Resource Scheme 2026 Instrumental Music - Percussion Instrument Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2026 Instrumental Music 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, Camira State School operates a SRS for Instrumental Music in 2026.

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 P & C General Meeting held on 17/11/2025.

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 **26/11/2025**, 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 attached [SRS Resource list](#). This list will also be available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

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.
- **Please note:** If your child plays/hires the **Flute, Clarinet, Alto Saxophone or Trumpet**, you will need to purchase an instrument after the first year. Hire of these instruments is for the first year of the Instrumental Music Program only. Students continuing in the program will be required to purchase their own instruments.

Costing Methodology

The schools SRS fee is calculated based on:

1. A fee determined by the instrument hire, percussion resources or whether the student owns an instrument.

Please refer to the table below for the SRS fees applicable and the attached [SRS Resource list](#) for the associated costings.

SRS Instrumental Music Levy	SRS Fee
Hire of School Owned Instrument	\$120.00
Percussion Instrument	\$ 50.00
Student Owned Instrument	\$ 20.00

The SRS Participation Fee

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

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 <https://ppr.qed.qld.gov.au/attachment/debt-management-procedure.pdf>

Payment Method

SRS payments can be made by BPOINT, QParents, EFTPOS (Credit/Debit Card).

- 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.
- 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.

Contact Us

For all initial queries regarding the SRS and its inclusions, please contact the Business Manager on 3381 4810.

Please complete the SRS Forms and return to the school administration office by 26/11/2025.

INSTRUMENTAL MUSIC PROGRAM SRS 2026

Music instruments available for hire through the instrumental music program

SRS Purchase Cost \$383.00

SRS Fee \$50.00



Glockenspiels

**Majestic M8200 Glockenspiel
32 Note (AK32PB) with Padded
Carry Bag and Mallets**

~~\$229.00~~ **\$199.00**



Music Stands

**Manhasset Symphony Music
Stand Black**

~~\$145.00~~ **\$129.00**



Midnight Mission

FJH Music Company Inc
Concert Band Score & Parts

2480653E



\$55.00 ea

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.

School Name	Camira State School
Form Return Due Date	26/11/2025
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

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 maybe:
 - 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 <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

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.

Camira State School



SRS Fee Payment Arrangement Form – Percussion Instrument

Please do not send money with this form, you will be invoiced separately.

Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable
Instrumental Music – Percussion Instrument	\$50.00

Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalment Due Dates	Amounts	Option Selected
1. A single payment for the full year's fee	Due Date: 16.2.2026	\$50.00	☐
2. Term instalments (paid over 2 terms)	Term 1 Instalment Due: 16.2.2026 Term 2 Instalment Due: 24.4.2026	\$25.00 \$25.00	☐
3. An instalment plan as negotiated with the school	Please contact the school.		☐

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 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

Parent Name	
Parent Signature	
Date	

EQ11 External Request for Equipment - Student is to be completed when loaning Department of Education equipment for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

First Name	Address	Telephone:
Surname		
Student's 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 the Department of Education 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 the Department of Education, 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.

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 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.
- ☐ Microsoft Defender 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:** / /