

# Miandetta Primary School Levies and Charges Policy for 2020

# TABLE OF CONTENTS

Purpose .....	3
Policy Statement .....	3
Levies and Charges Requirements .....	3
Payment options .....	5
Communicating about levies and charges .....	5
Related policies .....	6
Related procedures .....	6
Supporting information/tools .....	6
Legislation .....	6
Internal Information Only* .....	7

## Purpose

This policy and the associated procedure meet the requirement under the *Education Act 2016* for the principal of a State school to develop a policy on levies and charges for each year in accordance with Secretary's Instruction No 9 for School Levies and Charges.

This policy does not detail all requirements for levies and charges practices. These requirements are detailed in full in the School Levies and Charges Procedure.

## Policy Statement

Parents with children enrolled at State schools contribute towards the cost of their child's education through school levies and charges. Levies and charges are just one of the ways that parents contribute to their child's school. The Department of Education recognises the other valuable contributions families make to school communities through volunteering, fundraising and other activities.

In adhering to Secretary's Instruction No 9, this Policy and the School Levies and Charges Procedure:

- Schools **MUST** consider inclusive education, family financial constraints and community expectations when determining school levies and charges.
- Levies **MUST** be set at the minimum amount possible.
- The principal **MUST** consult with the School Association in the development of the school-specific School Levies and Charges Policy.
- The school-specific School Levies and Charges Policy **MUST** be developed and implemented in accordance with the School Levies and Charges Procedure.

## Levies and Charges Requirements

Schools **MUST** use this section to list their levies and charges for each school year. Schools **MUST** not include details of voluntary contributions (e.g. fundraising through School Association Committee) in this policy.

This section **MUST** be reviewed each school year.

### LEVIES FOR 2020

Parents contribute towards the cost of essential items and services that support normal educational instruction through payment of an annual all-inclusive levy for their child.

Once parents have paid the levy, the school will not request any additional payments for essential items or services needed in that school year.

Families who are supported through the Student Assistance Scheme (STAS) do not need to pay levies. Student Assistance Scheme forms can be accessed [here](#), or collected from the front office at the school.

Year level	Amount	Items and services included
Kinder	\$145	Stationery Excursions

		Performances Library Books Classroom budgets Medical Supplies School Picnic ICT Photocopying Maths/Science/Literacy School Hat Music PE
Prep – Grade 6	\$180	Stationery Excursion Performances Library Books Classroom budgets Medical Supplies School Picnic ICT Photocopying Maths/Science/Literacy Music PE Swimming and water safety program Growing up program

#### CHARGES FOR <2020>

Optional activity or item	Charge	Payment date
Camp	\$80 - \$200	Term One - Four
School photos	\$25 - \$60	Term Two
Yearbook	\$20	Term Four
Big Day Out	\$25 - \$50	Term Four

## Payment options

Payment of levies can be made in full in Term One each year or by instalments using a payment plan. Payment plans are flexible and can continue throughout the school year.

The flexible payment options available at the school **MUST** be detailed in this section.

If none of the payment options listed is suitable for your family, you are able to request a different payment option through the school's contact person for levies and charges (see next section titled *Communicating about Levies and Charges* for contact details).

- Payment of levies and charges can be made by the following methods:
  - Cash or credit card at the school office between 8.00 a.m. – 4.00 p.m. on school days
  - Bpay, Bpoint
  - Service Tasmania
- Parents or guardians are encouraged to discuss payment of levies and charges as early as possible if there is difficulty in affording any element of the levy or charge.
- A levy instalment plan will be made available to parents or guardians who are unable to make a full payment at the beginning of the new school year. This plan offers flexible, sensitively negotiated payment options to assist parents or guardians to budget for this cost. Payments can be made weekly, fortnightly, monthly or at other agreed times after payment of an affordable deposit.

### REFUND OF LEVIES

- As levies and charges form part of the revenue of the school, and their allocation and expenditure is often committed early in the school year, levies and charges are unlikely to be refunded.
- Individual circumstances may be considered, and refunds may be granted in exceptional circumstances. For example; if a student has been charged to attend a camp that the student will not be able to participate in, and where the charges have not been committed.

## Communicating about levies and charges

The school will communicate levies and charges for the following school year by Week Seven of Term Four each year.

Parents experiencing financial hardship are invited to contact the school for information on the financial support options that are available.

The Financial Services unit within the Department of Education can also be contacted for information on financial support options offered by the Department such as the Student Assistance Scheme at [Fin.Serv@education.tas.gov.au](mailto:Fin.Serv@education.tas.gov.au) or on 1800 827 055.

If you have any questions, or would like to provide feedback on school levies and charges, the contact person for levies and charges at Miandetta Primary School is: Sally Ling, [sally.ling@education.tas.gov.au](mailto:sally.ling@education.tas.gov.au) 6424 4428

## Related policies

[Bring Your Own Technology Policy](#)

## Related procedures

[School Levies and Charges Procedure](#)

[Bring Your Own Technology Procedures](#)

## Supporting information/tools

[Levies and Charges – Parent Fact Sheet](#)

[Legal Issues Handbook](#)

[Student Assistance Scheme Guidelines](#)

## Definitions

Charges are parent payments for optional activities that are in addition to the normal educational instruction at the school.

Levies are an annual parent payment that includes incidental costs and expenses incurred in providing normal educational instruction.

Normal educational instruction means educational instruction that is required to complete any subject or course that students undertake through a State school. This does not include educational instruction that occurs during optional activities that are not required to complete a subject or course.

Parent means a parent or a legal guardian or anyone with care and control of a child.

Principal means the individual in charge of the day-to-day operation of a school.

State school means a Tasmanian State school under the Education Act 2016.

The School Association is made up of the parents, staff and approved community members of a school. An Association exists for each Tasmanian State school, including primary schools, high schools, district schools and colleges.

Student Assistance Scheme (STAS) is a scheme that waives levies for low income families who meet an income test.

## Legislation

[The Education Act 2016](#)

[Secretary's Instruction No 9 for School Levies and Charges](#)

## Internal Information Only\*

### Contact

Financial Services unit

Fin.Serv@education.tas.gov.au

### Last Significant Review

2019

### Review Due

2020

### This Document Replaced

Model School Levies and Charges Policy