

ANDREWS CREEK PRIMARY SCHOOL LEVIES AND CHARGES POLICY

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SCHOOL LEVIES AND CHARGES POLICY

PURPOSE

- This policy reflects the Department's policy and procedure on school levies and charges and is in accordance with the [Secretary's Instruction No 9 for School Levies and Charges](#).
- This policy applies to the setting and execution of school levies and charges in Government schools.

POLICY OBJECTIVE

- School levies and charges form an essential proportion of school income. All parents and guardians, other than those approved under the Student Assistance Scheme are expected to contribute towards the cost of their child's education.
- The objective of this policy is to ensure that school staff, parents and the community:
 - are aware of their responsibilities with regards to levies and charges
 - are provided with open, fair and honest information concerning the reasons for any levies and charges, and the purposes for which money is collected
 - are aware of various payment options available, including payment by instalments.
- This policy provides a foundation to help ensure that the setting and management of levies and charges is fair and consistent, and that the needs and wishes of all parties involved are taken into account.

DETERMINING LEVIES AND CHARGES

- The School's levies and charges **will** be determined in consultation with the school association.
- The School's levies and charges **will** be set with consideration to community expectations, family financial constraints and inclusive education.
- The School **will** charge an annual all-inclusive levy for each student enrolled at the school.
- The School **will not** exclude students from participating in educational instruction due to the non-payment of levies and charges. The school aims to keep all costs for parents and guardians to the minimum amount possible.

1.1 ANDREWS CREEK PRIMARY SCHOOL LEVIES AND CHARGES

- School Levies cover the following:
- For example:
 - Local excursions
 - Cultural performances
 - Stationary items
 - Classroom consumables eg paper, printing
 - Swimming & Water Safety Program (Grades 3-5)
 - Curriculum resources

1.2 ANDREWS CREEK PRIMARY SCHOOL LEVIES AND CHARGES SCHEDULE

- Kindergarten \$130.00
 - Prep-Grade 6 \$180.00
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- Additional charges are applied for some internal subjects and external programs it would be inequitable, unfair or unreasonable to require all parents/students to contribute towards a subject or activity with a particularly high cost in proportion to overall levies.
 - The participation in these activities is optional.
 - For example:
 - School photos
 - Canteen orders
 - Registration for sports teams
 - Book club Orders
 - Uniforms
 - Academic Competitions
 - Bi-annual 5/6 Camp
 - Grade 6 Leavers Activity
 - Fundraising activities

COMMUNICATION OF LEVIES AND CHARGES

- A letter **will** be sent from the Principal to the parents or guardians for all enrolled students in term four detailing the expected levies and charges for the upcoming year.

PAYMENT OF LEVIES AND CHARGES

- Payment of levies and charges **MUST** be made by:
 - Cash or credit card at the school office during office opening hours 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.
- A copy of the payment options is available from the school office and will also be sent with the letter to parents and guardians in Term 4.

STUDENT ASSISTANCE SCHEME

- Student Assistance is available for parents or guardians who meet the criteria of an income test. Please access the Student Assistance Scheme form [here](#).
- Families approved for STAS are not required to pay levies but may be required to pay other charges.

COLLECTION OF DEBTS RELATING TO STUDENTS

- Outstanding levies and charges will be pursued as a matter of equity to other parents.
- Prior to the below occurring the school will have already issued an invoice for the levies which includes offering the parents flexible payment arrangements. Standard follow up processes such as issuing monthly statements will have already occurred.
- Where debts relating to students continue to be outstanding to the school or the Department, the following action will be taken:
 - The school will contact the parent to arrange a time for discussion of setting in place suitable arrangements for payment.
 - The school will send a minimum of two follow up letters to the parent.
 - If the debt remains unpaid the school can choose to refer the debt to the Department's Finance and Budget Services team for consideration of further follow up actions.
 - In all instances the parents capacity to pay the debt will be considered as part of establishing agreement on repayment arrangements.
 - Students will not be prevented from participating in any activities due to unpaid levies.

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 will not 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.

1.3 ANDREWS CREEK PRIMARY SCHOOL ACTION PLAN

Responsibility/Must	School action plan
Consultation with SA	SA to approve model policy and review levies each year
Not exclude students from activities	
Communicate levies to parents	Principal will send letter to parents
Every student has equitable access to educational instruction	

Authorised by:	Rob Williams
Position of authorising person:	Deputy Secretary, Corporate and Business Services
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Developed by:	Jason Sowell, Finance
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