

# Sheffield School Levies and Charges Policy for 2022

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Version 1.1 – 15/11/2021

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## 1. Purpose

- This policy and the associated procedure meet the requirement under the *Education Act 2016* for the principal of a Government 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 \[staff only\]](#).

## 2. Policy Statement

Parents with children enrolled at Government 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 \[staff only\]](#):

- 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 Levies and Charges Policy.
- The school-specific Levies and Charges Policy **MUST** be developed and implemented in accordance with the [School Levies and Charges Procedure \[staff only\]](#).

## 3. Levies and Charges Requirements

### LEVIES FOR 2022

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. Kindergarten to Year 10 schools **MUST** have completed the transition to an all-inclusive levy for the 2021 school year. Colleges and Year 11 and 12 at Extension Schools will not need to complete this transition until the 2022 school year.

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. [Applications for the Student Assistance Scheme](#) may be made online, or paper forms collected from the front office at the school.

Levies include costs for all items and services that are required to complete the normal educational instruction at the school.

School uniforms are not included in the levy. Other specific examples and exceptions are detailed in the [School Levies and Charges Procedure \[staff only\]](#).

## LEVIES FOR 2022

- Levies for the 2022 school year are:
  - Kindergarten \$195.00
  - Prep-Year 2 \$240.00
  - Year 3 – Year 6 \$270.00
  - Year 7 – Year 12 \$480.00

## CHARGES FOR 2022

- Additional charges may be applied for some internal subjects and external programs where 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:
  - Hire of Musical instruments
  - Additional and more expensive materials for Materials and Design Technology (MDT).
  - Ipad hire for 24/7 access for Year 9-10 students
  - Sporting registrations
  - School photos
  - Year 8 -10 Mainland/Volunteering Abroad Trips
  - Year 10 Celebration activities/garments
  - Student Representative Council Jackets

## 4. 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.

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).

Parents can set up a payment plan using direct debit from their bank account, using BPAY or Centrepay or using the QKR application on their smart device. Sheffield School is happy to work with families to determine an appropriate and personalised payment plan option.

## 5. 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 [stas@education.tas.gov.au](mailto:stas@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 **Sheffield School** is: **Sheree Rodman**, [sheree.rodman@education.tas.gov.au](mailto:sheree.rodman@education.tas.gov.au) or phone 6491 8212

## 6. Related policies

- [Bring Your Own Technology Policy](#)

## 7. Related procedures

- [School Levies and Charges Procedure \[staff only\]](#)
- [Bring Your Own Technology Procedures](#)

## 8. Supporting information/tools

- [Accountabilities Toolkit](#)
- [Levies and Charges – Parent Fact Sheet](#)
- [Legal Issues Handbook](#)
- [Student Financial Assistance Guidelines](#)
- [Schools Best Practice Guideline for Levies, Charges and Student Assistance](#)

## 9. 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 Government 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.

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

**Student Assistance Scheme (STAS)** is a scheme that waives levies for eligible families who hold a current Centrelink Health Care Card, Centrelink Low Income Health Care Card or Pensioner Concession Card.

## 10. Legislation

- [Education Act 2016](#)
- [Secretary's Instruction No 9 for School Levies and Charges](#)

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