

2025

# Government School Levies and Charges Policy

Bagdad Primary School

# Table of Contents

Version 1 – 12/12/2024

1	Purpose .....	3
2	Policy Statement.....	3
3	Levies and Charges Requirements .....	3
3.1	Levies for 2025 .....	3
3.2	Charges for 2025 .....	5
4	Payment Options .....	5
4.1	Communicating about Levies and Charges .....	5
5	Related Policies .....	6
6	Related Procedures .....	6
7	Supporting Information/Tools .....	6
8	Definitions .....	6
9	Legislation .....	7

# 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 access at this time].

## 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 for Education, Children and Young People 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 access at this time]:

- 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 access at this time].

## 3 Levies and Charges Requirements

### 3.1 Levies for 2025

Parents of Kindergarten to Year 10 students 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. [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 access at this time].

YEAR LEVEL	AMOUNT	ITEMS AND SERVICES INCLUDED
Kinder	\$160	Classroom materials Photocopied materials Stationary Art materials Music materials Technology Materials Health and Physical Education Learn to Swim * Excursions Performances Library
Prep – Year 2	\$200	Classroom materials Photocopied materials Stationary Art materials Music materials Technology Materials Health and Physical Education Learn to Swim * Excursions Performances Library
Year 3 – Year 6	\$220	Classroom materials Photocopied materials Stationary Art materials Music materials Technology Materials Health and Physical Education Learn to Swim * Excursions Performances Library Grade 5/6 Camp

## 3.2 Charges for 2025

OPTIONAL ACTIVITY OR ITEM	CHARGE	PAYMENT DATE
School Photos	\$25 - \$60	Term One
Leavers Dinner (Year 6)	\$25	Term Four

## 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 can 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 the following:

BPAY AND CENTREPAY - this can be arranged through the School Business Manager

Payment options at Bagdad Primary School:

- Four equal payments to be paid at the end of each term.
- Two equal payments, one in week one of Term Two and the other in week one of Term Three
- Fortnightly payments with full payment to be completed by the end of the school year (last week of Term Four).
- Agreement of other payment options negotiated with Principal or School Business Manager that will be corresponded and recorded in writing.

### 4.1 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 via our Newsletter which is available on the school website and via Seesaw.

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 for Education, Children and Young People can also be contacted for information on financial support options offered by the Department such as the Student Assistance Scheme at [stas@decyp.tas.gov.au](mailto:stas@decyp.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 Bagdad Primary School is: School Business Manager - [bagdad.primary@education.tas.gov.au](mailto:bagdad.primary@education.tas.gov.au) or 03 6268 6127.

## 5 Related Policies

- [Bring Your Own Technology Policy](#)

## 6 Related Procedures

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

## 7 Supporting Information/Tools

- [Accountabilities Toolkit](#)
- [Legal Services Toolkit for Schools, Colleges and CFLCs](#)
- [Levies and Charges – DECYP Web Page](#)
- [Student Financial Assistance Guidelines](#)
- [Schools Best Practice Guideline for Levies, Charges and Student Assistance](#)

## 8 Definitions

### **Charges**

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

### **Levies**

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

### **Normal educational instruction**

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**

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

### **Principal**

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

### **School Association**

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)**

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.

## **9 Legislation**

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

**Authorised by:** Amanda Sartori, Manager Financial Services

**Contact:** Financial Services; [finserv@decyp.tas.gov.au](mailto:finserv@decyp.tas.gov.au)

**Last significant review:** 12 December 2024

**Review due:** 1 November 2025

**This document replaces:** School Levies and Charges Policy – Editable Version 1.0