

All communications should be addressed to
"The Secretary for Education Sport and Culture"

Telephone: 734051/59 and 734071

Telegraphic address: "EDUCATION"

Fax: 794505



Ref: J/171/4

Ministry of Education Sport, Arts and Culture

P.O Box CY 121

Causeway

Zimbabwe

29 May 2009

THE SECRETARY'S CIRCULAR MINUTE NUMBER 5 OF 2009

DISTRIBUTION

- ❖ Directors: Head Office
- ❖ Provincial Education Directors
- ❖ District Education Officers
- ❖ Heads of all Government and Non-Government Schools
- ❖ Zimbabwe Teachers Association (ZIMTA)
- ❖ Progressive Teachers Union of Zimbabwe (PTUZ)
- ❖ Teachers Union of Zimbabwe (TUZ)
- ❖ Association of Church Education Secretaries (ACES)
- ❖ Association of Trust Schools (ATS)
- ❖ ZIMSEC Director

POLICY GUIDELINES ON CHARGING OF THE ZIMSEC 2009 MID YEAR EXAMINATION FEES, APPROVED TUITION FEES AND LEVIES FOR TERM 2 IN GOVERNMENT SCHOOLS

1.0 PREAMBLE

Government has always subscribed to the principle of education as a basic human right. In pursuance of this goal, the Ministry of Education, Sport, Arts and Culture believes that education should continue to be accessible and affordable to the majority of the people. In this regard, Government reviewed tuition fees in Government schools for 2009 first and second terms and pegged the fees for 2009 mid-year Examinations.

Given the foregoing, this circular minute gives details on the 2009 June **Examination Fees** and the approved **fees** for first and second school terms in Government schools. In addition, this circular minute also gives guidelines for the charging of **levies** in Government schools.

2.0 THE 2009 ZIMSEC JUNE 'O' AND 'A' LEVELS PUBLIC EXAMINATIONS

- 2.1 The 2009 Mid-Year 'O' and 'A- Level ZIMSEC Examinations will commence on **6 July 2009** and end on **27 July 2009**.
- 2.2 Candidates who wish to write these examinations are, therefore, urged to urgently register with their examination centres. The ZIMSEC deadline for the registration of

these examinations is **12 June 2009**.

- 2.3 All concerned should note that the fees for these examinations have been pegged at **USD10.00 per subject** for both "O" and "A" level.

2.4 **Release of 2008 November Examination Results**

The Ministry regrets the delay in the release of Grade 7, 'O' and 'A' levels November 2008 Public Examination results. Nonetheless, progress has been made to ensure the release of these results. As you are aware, the ZIMSEC 'A' level Examinations are out. The 'O' level and Grade 7 Examination results are projected to be released on 5 and 26 June 2009, respectively.

3.0 REVISED TUITION FEES IN GOVERNMENT SCHOOLS FOR 2009 FIRST AND SECOND SCHOOL TERMS

The revised fees for Government schools for First and Second Terms of 2009, recently approved by Cabinet, are as indicated in the table below.

CATEGORY OF SCHOOLS	PARENTAL CONTRIBUTION
P1 Primary Schools (Schools in low density urban areas)	US\$10.00
Extra-Territorial Pupils	US\$300.00
P2 Primary Schools (Schools in high density urban areas)	US\$5.00
Extra-Territorial Pupils	US\$300.00
P3 Primary schools (Schools in rural areas)	NIL
Extra-Territorial Pupils	US\$300.00
S1 Secondary Schools (Schools in low density areas)	US\$20.00
Extra-Territorial Pupils	US\$600.00
S2 Secondary Schools (Schools in high density urban areas)	US\$10.00
Extra-Territorial Pupils	US\$400.00
S3 Secondary Schools (Schools in rural areas)	US\$5.00
Extra-Territorial Pupils	US\$200.00

- 3.1 Those parents/guardians who paid in excess of the fees referred to above in the first term are entitled to have those extra fees credited against levies for the first and second terms.

4.0 **CHARGING OF SCHOOL FEES AND LEVIES**

4.1 **Documentation**

Government and Non-Government schools applying to Ministry for **changes** in school fees levies are required to attach the following documentation:

- 4.1.1 a **register** showing names and signatures of parents/guardians who were present at a general meeting where the decision to increase/decrease the levies was taken.
- 4.1.2 the decision to change levies should be supported by a **majority** of the parents at a meeting of the School Parents Assembly (SPA) attended by not less than **20%** of the parents.
- 4.1.3 **minutes** of the meeting indicating the number of those in favour and those against the proposed increase.
- 4.1.4 a budget in respect of the change applied for.
- 4.2 As highlighted in the Ministerial Press Statement of 4 May 2009, in government schools, funds derived from levies should be used for the development of the school by School Development Committees (SDCs) in consultation with the School Heads in accordance with the following guidelines:

DETAILS	PERCENTAGE
Educational materials	40
Administration	15
Teacher incentives	10
Sports	10
Arts and Culture	10
Repairs/Maintenance	10
Incentives for non- teaching staff	5

- 4.3 All schools are therefore reminded that **no increases** in levies maybe effected at a school without the express **written authority** of the Ministry.

5.0 IMPORTANT POINTS TO NOTE REGARDING FEES AND LEVIES

- 5.1 It is emphasized that this circular only deals with **Examination Fees** to be charged by ZIMSEC for the 2009 mid year Examinations and fees to be charged by Government schools for the **First and Second Terms only**; and procedures to be followed by all schools in applying for fees and levies.
- 5.2 The **Third Term** school fees and the 2009 November **Examination Fees** will be announced in due course.
- 5.3 There will be **no other fees** charged in Government Schools save for **levies** raised by School Development Committees (SDCs) to help develop and run schools.
- 5.4 In cases where parents and guardians had paid more than the revised tuition fees in section 3.0, the difference could be set off against levies or carried forward to second term tuition fees and / or levies.

6.0 MINISTRY'S STANDING POLICIES

Addressees should ensure the enforcement of the following directives as a matter of Government policy:

- 6.1 As per Government Policy, **no child should be excluded from school for non-payment of fees and levies. If parents or guardians do not pay fees or levies then schools should institute legal proceedings against such persons, which**

proceedings are now feasible in the low inflation economic environment which Zimbabwe enjoys at present.

6.2 **No school is allowed to charge unapproved tuition fees and / or levies.**

6.3 The practice of charging fees in kind, such as demanding groceries, is illegal. This practice should stop forthwith. The Government is doing all in its power to improve conditions of service for teachers; until Government is able to increase salaries schools are permitted to help teachers through teachers' incentives paid for through levies as set out above in paragraph 4.2. above.

6.4 District Education Officers are instructed to closely supervise and monitor the charging of tuition fees and levies in all schools under their charge. Accordingly, District Education Officers may take appropriate disciplinary action against Heads of schools and/ or Responsible Authorities found in breach of the provisions of the Education Act, the relevant statutory instruments, Ministry Policy Circulars, the provisions of this circular minute and such other rules and regulations.

6.5 It is appreciated that in many schools parents are taking advantage of the abovementioned policy and are not paying fees and levies. School heads should report urgently to their local PEDs the percentage of parents who have paid fees and levies so that the Ministry can assess whether there should be any change in policy to ensure the continued viability of the education sector.

7.0 **MEANS TEST APPLICATIONS**

The means test application procedure announced in the first term has not ended and should be applied in the second term. It is reiterated that this remains a short-term measure until the BEAM programme is adequately funded again. The means test application procedure is to be applied to the payment of fees **and levies** for the second term and is to be applied in terms of Director's Circular Minute Number 14 of 2009. School heads are reminded that they are given authority in conjunction with school selection committees to waive in part or in full the payment of fees and levies to ensure that vulnerable children, including orphans, are not excluded from schools.

8.0 **CONCLUSION**

The Ministry enjoins all concerned to comply with the afore-cited policy provisions and guidelines.

Dr S.M. Mahere FCIS

SECRETARY FOR EDUCATION, SPORT, ARTS AND CULTURE

Secretary's circular 5 of 2009.