



DEPARTMENT OF EDUCATION
WAIGANI

SECRETARY'S CIRCULAR NO. 05 /2023

DATE: 30/01/2023

FILE: CM2-7-12

SUBJECT: SUSPENSION OF SCHOOL HEADS WHO ARE DEFYING THE GOVERNMENTS' GTFS POLICY DIRECTIVES BY COLLECTING ILLEGAL SCHOOL FEES AND PROJECT FEES

1.0 AUTHORITY

This circular is issued under the authority of Section 28 of the Education Act, 1983 (Consolidated to No 13 of 1995).

2.0 PURPOSE

The purpose of this circular is twofold:

- To remind all Provincial Education Advisors, District Education Officers, School Inspectors and School Heads to comply with the following;
 - (i) Ministerial Policy Statement 01 / 2023 – Subject: Government Tuition Fee (GTFS) Policy for 2023 for the General Education Sector Schools.
 - (ii) Public Announcement from the Office of the Education Secretary – Subject: No School Fees of Project Fees to be Charged by Schools in the National Education System in 2023.
 - (iii) Secretary's Circular No 4 of 2023 – Subject: Administration and Management of Project Fees Funding for 2022 and 2023.
- To inform everyone that school heads that are found to defying official instructions and are collecting school fees or project fees will be (a) charged; (b) suspended; and (c) suspended from payroll.

3.0 APPLICATION

This circular applies to all school heads in general education sector.

- Pre Schools (formerly Elementary Schools)
- Primary Schools
- Junior High Schools
- Secondary Schools
- National School of Excellence
- Vocational Schools
- FODE Provincial Centres
- Inclusive Education Resource Centres

4.0 IMPLEMENTATION

- 4.1 All School Heads, Board of Managements, Board of Governors, Governing Councils, District and Provincial Education Boards must comply with the Government's Directive in not charging any fees as stipulated by in the GTF Policy – MPS 1/2023.

5.0 NON COMPLIANCE

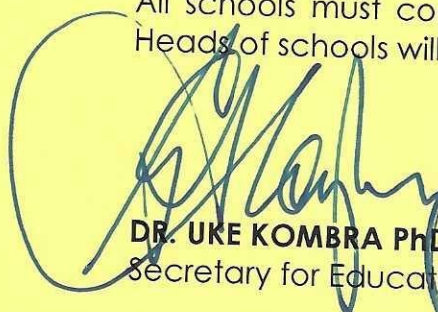
- 5.1 Heads of Schools that are found collecting school and project fees the School Inspectors will; (i) charge and (ii) suspend the school heads without pay.
- 5.2 The Inspectors in consultation with the Provincial Education Boards will ensure that Deputy Heads of Schools will take control of schools during the suspension period.
- 5.3 Copies of charges and suspensions without pay must be forwarded to the Assistant Secretary Inspections Division so he can forward to Assistant Secretary Pay Roll for the suspended school heads to be put off pay in line with the suspension notices.
- 5.4 Copies of charges and suspensions without pay must also be forwarded to the Provincial Education Boards through the Education Advisors and the Teaching Service Commission (TSC).

5.5 The defiant School Heads can only be restored back on pay after all due discipline processes that come under the Provincial Education Boards (PEB) and National Education Board (NEB) are duly and fully completed and the Secretary and Chairman TSC are informed accordingly.

6.0 CONCLUSION

Payment of School Fees and Project Fees are already taken care of by the Government of the day thus; parents and students must not be forced to pay any fees.

All schools must comply by not collecting school fees and project fees. Heads of schools will be held accountable for any non-compliance.



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Secretary for Education

