



~ Working Together ~

Greythorn Primary School Camps, Sports and Excursions Fund (CSEF) Policy

RATIONALE

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund is provided by the Victorian Government to ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities.

AIMS

School councils are responsible for developing and approving a school-level CSEF policy. This policy should reflect the Department's policy and must be communicated at least annually to parents and guardians who are in receipt of CSEF payments.

IMPLEMENTATION

Eligibility

To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term two, or;
- on the first day of Term three;
 - a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder; OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.
- For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years.
- The Business Manager will communicate the availability of the CSEF to families, usually via a newsletter article in Greythorn Reading newsletter. The article is placed fortnightly over a period of time at the beginning of each school year and Term 2.
- The Business Manager should ensure that eligible parents/guardians are aware that they must apply each year for the CSEF. Articles/information available from the CSEF website will be used to assist with the proper communication to parents/guardians.
- Parents will be advised that further information is available through the CSEF website, in relation to CSEF policy and procedures.
- Where appropriate, Greythorn Primary School will utilise the translated CSEF resources and translation services to communicate CSEF requirements to non-English speaking parents and guardians.
- Parents must submit their application to the school before the end of Term 2 using the appropriate application.
- The Business Manager must enter ALL applications on to the CSEF Web System by the date stipulated. CSEF payments will be made directly to schools from the commencement of term three each year.
- It is the Principal or nominee's responsibility to establish whether the applicant is a Veterans Affairs (TPI) pensioner or a foster parent, for applications in these categories. Under the foster parent

category, the parent/guardian exemption from holding a concession card applies to the foster child only.

- A copy of either the parent's pensioner card for Veterans Affairs (TPI) card holders or a letter stating temporary care arrangements from DHS, or the courts for foster parents with students in temporary care, must be obtained for the school's records.
- Payment can only be made to the main cardholder, as Centrelink cannot verify dependent details.
- The Business Manager will ensure that current student data from CASES21 will be exported to the CSEF Web System.
- Greythorn Primary School is accountable for ensuring the CSEF payment is allocated towards camps, sports or excursion expenses for the eligible child.
- Greythorn Primary School is required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student. Some common examples of school-organised programs for which the CSEF payment may be used include:
 - School camps/trips
 - Swimming and other school-organised sporting programs.
 - Outdoor education programs
 - Excursions / Incursions
- The Business Manager will communicate with parents/guardians of eligible families that they are entitled to be informed how the CSEF is being used to assist the eligible child. The Business Manager will keep a detailed record of all payments using CSEF. Parents can review this information by contacting the office.
- Any remaining portion of the CSEF not expended by the end of the school year may be carried forward towards the following year's camps, sports and excursions expenses for the eligible child. If the student leaves the Victorian school system, the CSEF payment will remain with the school and may be used towards the expenses for other family siblings, or school-incurred costs associated with operating camps, sports or excursion activities for students.
- If the student transfers to another Victorian school, the default position is that the value of any unspent portion of the CSEF should follow to the student's new school, so that the student has access to the full value of the payment. However, if the unspent portion is of a minimal amount, the schools may agree that the funds are not transferred as long as the new school commits to provide the student with assistance to the value of the unspent amount. A funds transfer would require a Family Payment for the unspent amount to be created in CASES21 and transferred to the new school via a bank transfer or cheque payment.

Implementation remains subject to DET policy and guidelines.

EVALUATION

This policy is to be reviewed on an annual basis following the AGM and Election of new School Council members.

REFERENCES

- DET Memorandum – CSEF 2015
- DET Guidelines
- DET Camps, Sports and Excursions Fund Policy April 2015

RATIFIED BY SCHOOL COUNCIL

DATE: 21 June 2016