



CSEF

POLICY

Rationale

The Camp Sport and Excursion Fund (C.S.E.F) will assist eligible families to cover the costs of school trips, camps and sporting activities, and therefore needs to be sensitively and effectively managed at a school level.

Aims

- To ensure all eligible parents receive the annual payment.
- To ensure the fund is managed effectively at school level in compliance with relevant DET requirements.

Implementation

- Details relating to the C.S.E.F. eligibility, and due dates for applications will be communicated to parents via the school newsletter, website, Compass and Facebook.
- Where necessary, C.S.E.F. information will be distributed in languages appropriate to the school community to ensure all eligible parents are aware of application requirements. Non-English C.S.E.F. information is available from: <http://www.education.vic.gov.au/csef>
- The school will not accept late claims.
- Applications to be submitted to the school by the due date.
- H.C.C or Pension cards must be valid on the first day of second term or third term.
- The yearly payment of \$125.00 per child will be made to the school at the beginning of term three. For applications not received in term two, a final payment will be made near the end of term three.
- C.S.E.F can be used for Camps, sports and/or excursion expenses only.
- The balance of C.S.E.F will roll over to the following year.
- C.S.E.F. balance at end of Year 6 will be forwarded to the enrolled secondary school.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council: **October 2016**

Review due: **October 2019**