

TALBOT PRIMARY SCHOOL

CAMPS, SPORTS AND EXCURSIONS FUND

POLICY

Rationale:

- 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 and therefore needs to be sensitively and effectively managed at a school level.

Aims:

- To ensure all eligible parents receive the CSEF payment
- To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education requirements and parent wishes.

Implementation:

- Details relating to the CSEF eligibility and due dates for applications will be communicated to parents via the school newsletter and digital forms where appropriate.
- CSEF information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements. Non-English CSEF information is available from: www.education.vic.gov.au/csef
- The school will inform parents of the strong likelihood that late applications will probably be rejected.
- The CSEF payment is provided once each year in Term Two or Term Three, with a total percentage of each payment being made to the school to be held and used for each student who is eligible,
- Schools are 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
- Schools will need to communicate with eligible parents/guardians to advise how the school intends to allocate the CSEF payment for the benefit of the eligible student.
- The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons, etc.
- At the end of the school year, the Principal will authorise the carry over of unexpended funds to the following year, for the benefit of that student or students in the immediate family.

Evaluation:

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

Principal's signature: _____

School Council President's signature: _____

Date: _____

This policy was last ratified by School Council in....

2015