



# MORELAND PRIMARY SCHOOL – NO 2837

## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) POLICY

### 1 Rationale

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund (CSEF) 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. School camps provide children with inspiring experiences in the outdoors; excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum

### 2 Aims

To ensure all eligible parents receive the Camps, Sports and Excursions Fund.

To ensure the CSEF is managed effectively at a school level in compliance with relevant Department of Education and Training requirements.

### 3 Implementation

If a parent/guardian holds a valid means-tested concession card or are a temporary foster parent, they may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of the child. 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 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, graduations, etc.

#### 3.1 Applications for parents

Application forms are available for download (see reference below) or printed copies are available at school.

##### 3.1.1 Parents or legal guardians

Parents or legal guardians are required to complete a CSEF application form and lodge it with the school for processing. Application forms should be completed and lodged with schools by the end of February, as payments are made from March. However, schools will be able to accept and process applications up until the end of term two each year.



# MORELAND PRIMARY SCHOOL – NO 2837

## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) POLICY

### 3.1.2 Shared custody

The CSEF system only allows one application per student. Parents in shared custody situations are encouraged to make decisions as to who applies for the CSEF. Schools are not in the position to arbitrate in decisions such as this.

## 4 References

More information and application forms can be found at

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>

## 5 Evaluation

Amendments to the policy will be made on a needs basis.

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