



Camps, Sports & Excursion Fund Policy

Rationale:

The Camps, Sports & Excursion Fund (CSEF) supports the education of students from eligible families & therefore needs to be sensitively and effectively managed at school level.

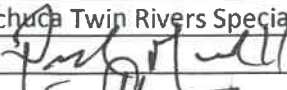

Aims:

- To ensure all eligible parents/carers receive the Camps, Sports & Excursions Fund
- To ensure the fund is managed effectively at a school level in compliance with the relevant Department of Education & Training requirements.

Implementation:

- Details relating to CSEF eligibility, and due dates for the application will be communicated to parents via the newsletter.
- CSEF information will be distributed in languages appropriate to the school community so as to ensure all eligible parents/carers are aware of the application requirements. Information for parents is available on the CSEF website <https://www.vic.gov.au/camps-sports-and-excursions-fund> This information is available in other languages on this website.
- The school can accept and process application up until the end of term two each year.
- The school will not accept late claims.
- The CSEF is an annual payment to the school of eligible applicants.
- The CSEF provide payments for eligible students to attend camps, sports & excursions.
- Any unapplied funds are rolled over to the following year & applied to camps, sports & excursions.
- If an eligible student leaves the school, any unapplied funds must be forward to the new school.
- The Business Manager is allocated the position of overseeing the Camps, Sports & Excursion fund arrangement. This is important to ensure support & familiarity for parents. This is consistent with our Privacy Policy.

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

Policy last reviewed	17 th May 2023
Approved by	EchUCA Twin Rivers Specialist School Council
Signed: Principal	
Signed: School Council President	
Next scheduled review date	2026