Rationale:
- The Camps Sports & Excursion Fund (CSEF) supports the education of students from eligible low-income families, and therefore needs to be sensitively and effectively managed at the school level, and is provided to assist eligible families to cover the costs of school trips, camps and sporting activities.

Aims:
- To ensure all eligible parents receive the Camps Sports & Excursion Fund.
- To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education and Training requirements and acquittal process.

Implementation:
- Details relating to the CSEF eligibility, and ensure dates for applications will be communicated to parents via the school newsletter, website, SMS message, and application forms will be available on the website, at the admin offices on both campuses and Parent/Teacher Interviews.
- CSEF information will be available, if required, in languages appropriate to the school community to ensure all eligible parents are aware of application requirements. Non-English CSEF information is available from www.education.vic.gov.au/about/programs/health/Pages/csefflyers.aspx.
- Late claims will not be accepted by the school after the end of term 2 each year.
- The CSEF monies will be available from the Department of Education & Training in Term 3 of each year and the monies are to be used for camps, sport & excursion/incursions. It cannot be used towards school charges, books, stationery, school uniforms, before/after school care, music lessons, graduation etc.
- Only one application per student is permitted, with parents in a shared custody situation encouraged to make a decision as to who applies for the CSEF. The staff at the school are not to be put into the position of arbitrating this decision. The payment is intended for the child, and cannot be used for siblings.
- CSEF payment claims cannot be done retrospectively for prior years.
- The school, not the parent, is accountable for the intended use of the CSEF payment to assist the eligible child.
- When a student exits the school, any balance of the CSEF will be forwarded to the student’s new Victorian school upon confirmation of enrolment. CSEF funds for students moving interstate or overseas will be returned to DET as required.
- Any remaining portion of the CSEF not expended by the end of the school year may be carried forward by the school towards the following year’s camps, sports and excursion expenses for the eligible child.
- On request the school will provide a student CSEF (CASES) tracking report.

Evaluation:
- This policy will be reviewed as part of the schools three year review cycle.

This policy was ratified at School Council 28/7/2015