

Montmorency Secondary College

Camps, Sports and Excursions Fund POLICY

Rationale:

- The Camps, Sports and Excursions Fund (CSEF) supports the education of students from eligible families, by providing payments for eligible students to attend camps, sports and excursions. It therefore needs to be sensitively and effectively managed at a school level.

Aims:

- To ensure all eligible parents receive the Camps, Sports and Excursions Fund.
- To ensure the fund is managed effectively at a school level in compliance with relevant DET requirements.

Implementation:

- CSEF is provided once each year.
- Parents and legal guardians are required to submit a new CSEF application form each year.
- Details relating to the CSEF, eligibility, and due dates for applications will be communicated to parents via the College newsletter.
- CSEF information will be distributed in languages appropriate to the College community so as to ensure all eligible parents are aware of application requirements. Non-English CSEF information is available from:

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx?Redirect=1>

- The College will inform parents of the strong likelihood that late applications will be rejected.
- At the end of the school year the College will carry over any unused CSEF to the following year to be put towards the following year's camps, sports and excursions for the student.
- If a student leaves the Victorian school system (which includes students completing Year 12) any remaining CSEF funds will stay with the school and may be used towards the expenses for other family siblings. Where this is not possible, the remaining CSEF funds will stay with the College and may be used towards school-incurred costs associated with operating camps, sports or excursions for students.
- 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

- Following DET Guidelines, the CSEF payment cannot be used towards voluntary school charges, books, stationery, school uniforms, music lessons and formals/graduations.
- The Principal will ensure that all staff are aware of this policy and adhere to it.

Evaluation:

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

This policy was last ratified by School Council in

March2019