



CSEF Policy

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Policy Name	CSEF	Approved	26 th Oct 2016
Responsibility	Principal/Business Manager	Review Date	26 th Oct 2016

Rationale

The Camps, Sports and Excursions Fund (CSEF) commenced in 2015 for four years and will provide payments for eligible students to attend camps, sports and excursions.

Aims

- To ensure all eligible parents receive the CSEF Allowance. (\$125 annually per eligible student)
- To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education, Employment and Training requirements.

Implementation


- Details relating to the CSEF, eligibility, and due dates for applications will be communicated to parents via the school newsletter, school website and Tiqbiz
- 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: <http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>
- Late claims will not be accepted by the school.
- The CSEF is provided annually, with payments being made to the school.
- CSEF is only to be used for Camps, Sports & Excursions and tied to a particular student.
- If a student transfers to another school the unused portion of CSEF for that student will be transferred to the new school.
- At the end of the school year any unexpended funds for current students roll over to the next year school year


Evaluation

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

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on 26th Oct 2016

Signed.....
School Council President

Signed.....
Principal