



CSEF POLICY

Camps, Sports and Excursion Funding

Rationale:

- Camps, Sports and Excursion Funding is provided by the Victorian State Government to eligible concession/pension card holders. The funds are paid to Truganina South Primary School for the purpose of ensuring that all children are given the opportunity to participate in camps, excursions, incursions or other activities
- Camps, Sports and Excursion Funding will be hereby referred to as “CSEF”
- To outline the process of allocating CSEF

Aims:

- To ensure that the process of allocating CSEF is:
 - Clear and concise
 - Straightforward
 - Consistently applied
 - Available to families

Implementation:

- Implementation and approval is the responsibility of the Business Manager or their delegate
- All families with CSEF will automatically have these funds allocated to any relevant camp, excursion, incursion or other activity pertaining to their child
- Parents will be advised of all upcoming camps, excursions, incursions or other activities requiring consent via COMPASS
- Parental Consent will still be required for students who have CSEF to attend any camp, excursion, incursion or other activity
- Parental Consent can be in the form of a returned permission slip or online digital permission via COMPASS
- Only Credit Notes apply to CSEF. These will only be given in the following circumstances:
 - The activity or excursion has been cancelled by the School
 - The School does not permit a student to participate or attend an activity or excursion due to suspension or behavioural consequence; or any other exclusions
 - Serious injury/illness prevents the student from participating in the activity or excursion requiring a medical certificate
 - In such other cases as fair and equitable treatment warrants. Such decisions will be at the sole discretion of the Principal or their delegate
- This policy will be made available to parents on the School website and at the School office and via COMPASS
- In the event that a student leaves Truganina South Primary School and transfers to another school within Victoria, any CSEF credit balance will be transferred to the new school in a timely manner

Evaluation:

- This policy will be reviewed annually by School Council to confirm and enhance internal control procedures

This policy was last ratified by School Council in.....

March 2018

This policy will be reviewed by School Council in....

March 2019