

NEWSLETTER NO.1

1st February 2024

We acknowledge the Wurundjeri people as the traditional custodians of the land upon which our school stands

Dear SFX Families.

A warm welcome to all SFX families, both current and new, for the 2024 school year. We welcome our 53 new Preps who began their primary schooling today and 13 other families whose children are distributed across all other Year 1 to 6 classes.

Thank you for choosing our school and investing in your child's education. We have much to be proud of as a school and we are always seeking to improve and give the best to the students at SFX. We also welcome new staff to our school:

Ms. Rosemary Johnson (Prep RJ), Ms. Stephanie Mezzalira (Year 2 SM) and Ms. Anna Hanley (Year 6AH). We have also appointed two new Learning Support Officers: Ms. Sarah Hale (Year Prep) and Ms. Lyla Hussey (Year 3). We hope that your work with the students at SFX is both productive and rewarding.

This year our school theme is:

TOGETHER WE SHINE

Over the past four years we have seen many aspects of our school begin to change for the better and flourish. Even through the dark times of 2020/21 when our students and teachers were stuck in Remote Learning and COVID, it was difficult to get traction and continuity with any aspect of schooling. Yet I was proud of how we kept things 'together' as a school. How good was it in 2023 when we were able to do everything at school (*weather pending*) and provide the students at SFX with an energized, exciting and engaged education. When the three aspects of school come together – students, teachers and parents come together, we provide our children with the best aspects of education. **It's time for us to shine SFX.** But we can only do this if our vectors are pointing in the same direction; teachers can only do this with the full support and encouragement of the parents, the students can only do this with the support of their teachers and parents knowing that we are all on the same page. There is such incredible potential in our school community. Let's come together and harness that potential and shine like never before....together we shine.

SCHOOL PROTOCOLS

St Francis Xavier School goes to extraordinary lengths to keep all children safe and secure. Some of the things you can do to help are as follows:

- Children are to be at school no earlier than **8.40 a.m.** This is when a teacher begins Kiss & Drop Duty and the yard duty teacher goes onto the basketball courts to begin supervision. Don't forget that OSHClub runs a great service to parents and is open from 7am each school day. (*Charges apply*)
- Children are to be picked up at the end of the day by **3.40pm.** There will be two staff members rostered on the Kiss & Drop area until 3.40 pm. Any child not picked up by 3.40 p.m. will be taken to OSH After School Care for their own safety (*Charges apply*).

- Parents should ensure that if children are running late for school and it is after 8.55am, parents get out of their car and accompany their child to the office to sign the child in using the Passtab machine in the office. Please note that the school gates are locked at 9.15am each day and the only way to access the school after this is through the Mayona Road gate.
- Parents should ensure that they drive slowly and safely into Kiss & Drop when dropping off and picking up their child. Be patient, courteous and conscious of little children who do not have the same peripheral vision and experience around traffic that adults do. Please refer to the attached document in this newsletter. Parents need to be conscious that we live in a neighbourhood and that we need to respect the rights of neighbours entering and exiting their properties. You can do this by parking legally at all times.
- If you choose to park your car in the school carpark for afternoon pick up, you need to enter the carpark before 3:20 pm and you **MUST** pick up your child from inside the school grounds and walk them safely to your car, using the crossing. **At no point are children to be waved across the road to you waiting at the car past Kiss and Drop oncoming traffic. This is a dangerous practice and puts your child's life and that of others at risk.**
- **If parents have a concern or question, the first port of call is always the classroom teacher.** 99% of concerns are resolved at this level. As Principal, I am always happy to meet with parents to discuss any matter or concern, however I limit these Parent meeting times with the Principal to 9 am, 9.30am and 10 am each morning. This allows me to devote equal times to other parts of my work: the staff, the students, administration and observing student learning. I will always ask whether you have spoken to the teacher **FIRST** about an issue, prior to coming to me.

THE MOST IMPORTANT SCHOOL PROTOCOL FOR PARENTS

Parents should never approach a child or the parents of that child about a school related matter.

If a parent has a concern or issue they must always raise this with the classroom teacher.

Your child's safety and security are paramount. Please consider the implications of not following these school expectations.

STUDENT ABSENCES

If your child is going to be absent from school it is important that you go onto the school website and click the "**ABSENCE**" button. Fill in the required information and send.

It is crucial that you do this **BEFORE** 9 a.m when attendance rolls are taken in all classes. Under Victorian Government legislation you will be informed by SMS if your child has not arrived at school and you have not informed the school by email or by phone. The form that you fill in on the website also forms



ABSENCES

2024 - TOGETHER WE SHINE

part of the Student Absence documentation required to be kept by schools for the next 7 years.

POSITIVE BEHAVIOUR MANAGEMENT 2024

St. Francis Xavier School expects high standards with student behaviour at all times. This allows all students to learn in a happy and safe school environment. The students of SFX are very well versed on the four values of being **Respectful, Resilient, Responsible & Safe**. Underlying these values is always a set of rules and expectations that make our school and learning spaces happy and productive for all. There are six school rules for the children to follow and my #1 expectation which is **"Hands Off!"**. When followed this prevents about 95% of all problems and injuries that occur at school.

1. **Follow all directions**
2. **Use your hands, feet and objects in an appropriate way**
3. **Listen without interruption**
4. **Speak appropriately**
5. **Treat all people with care**
6. **Move safely around the school**

As part of this week's learning, students have been breaking open what our values and school rules mean to them. I would ask that all parents reinforce these values and rules with the children, maybe even using them as a springboard at home as they have always been shown to have a dramatic effect on improving student behaviour.

Each term we also focus on one of our school values, understand what it means and reward students who show these values in day to day school life.



Term 1



Term 2



Term 3



Term 4

UPDAT-ED: THE SFX SCHOOL APP

Updat-Ed is part of our communication and Emergency DISPLAN system here at school. We are able to communicate instantly with parents through PUSH NOTIFICATIONS. The Updat-Ed app is free and is downloaded from the App Store.

Newsletters and other important information is shared with any school parent who has a mobile phone. Please take the time to download the App especially if you are a busy parent who just needs a little prod every now and then through a PUSH NOTIFICATION (*like me!!!!*)

SCHOOL NEWSLETTER

The School Newsletter will be published on a weekly basis in 2024 and distributed on a Thursday. It is our main form of communication with families and it is important that families read it to keep up to speed with what is happening at school. Many of the calls the office takes each week are questions that have been addressed in the weekly school newsletter. So that we have maximum coverage across all families, weekly newsletters will be published in **five** forms;

1. **Newsletter in hardcopy.** If you wish to **opt out** of a hardcopy newsletter each week please email principal@sfxmontmorency.catholic.edu.au. I understand that environmental reasons may be of concern, but for some a newsletter that sits on a kitchen counter at home until it gets read is better than an email that will simply get deleted or sit in a spam folder.
2. **Newsletter by email.** If you go onto the School website at www.sfxmontmorency.catholic.edu.au there is a button

where you can subscribe to this feature. This is our E-Newsletter.

3. **Newsletter on the School website.** Go to the School Newsletter button to view the current and past newsletters
4. **Newsletter on the SFX Updat-Ed App** directly to your mobile phone
5. **Newsletter on the SFX Parents Association Facebook site** is uploaded each week.

By publishing the weekly school newsletter in these five formats we get maximum communication coverage and then there are few excuses from parents to say that they were not informed.

SFX - A SUNSMART SCHOOL-SEPTEMBER TO APRIL

Children at our school must wear a school hat at recess and lunchtime until the end of April. Children also wear a hat during sports lessons. This will have great benefit in the years to come when the chance of having skin cancers and melanoma are greatly reduced. The children know our slogan: **"NO SCHOOL HAT MEANS NO PLAY"**. Children who do not have a school hat must sit on the seats in the shaded play area rather than play with their friends around the playground. We understand that there is a shortage of school hats in the uniform shop at present. If you have a hat on order, your child may wear any hat until your order arrive

MEET THE TEACHER YEAR PREP TO 6

This will be held on Thursday 15th February from 2pm to 8pm. This first meeting of the year is a crucial information sharing meeting between parents and teachers and allows staff to know each and every child, and you the parent early in the year.

Here's the URL <https://www.schoolinterviews.com.au/code/xkpvpc>

or you can QR code to open the link on a phone. A change for 2024 is that all classes, Prep to Year 6 will have a 10 minute meet the teacher this year. Please note that registration for these interviews closes on Wednesday 14th February at 3.30pm.

CONGRATULATIONS MR HEDDLE & LAURA

Congratulations to Mr. Heddle and wife Laura on the birth of a baby boy, Hugo over the school holidays. Mr Heddle will be taking parental leave over the next four weeks to assist at home. We thank Ms Daly, one of our regular and reliable CRTs for stepping in and starting off the year with Year 3DH.

CSEF - CAMPS, SPORTS AND EXCURSION FUND

For those families who hold a current and valid Health Care Card, the Victorian Government gives you \$125 per year that you can pay towards your Student Levy (excursions) and School Camp if your child is in Year 3,4,5 or 6. This really assists those families who may struggle to send their child to school camp or pay for the excursion component of their Student Levy. All you need to do is produce a copy of your Health Care Card at the office and fill in the attached form. It's as easy as that....all families, even those who filled in the form last year, must fill in the 2024 form to qualify.

Here's the link to the 2024 application form.

https://www.education.vic.gov.au/Documents/about/programs/CSEF_application_form.pdf Please note that late applications cannot be accepted.

We are looking forward to working with your child over the 2024 school year. There is great excitement being back at school and learning.

Together we will we shine.

Philip Cachia
(Principal)



2024 - TOGETHER WE SHINE

Kiss and Drop Expectations

(A SAFE WAY TO GET TO AND FROM SFX SCHOOL)

ADULTS

- Kiss and Drop is a One Way 5km per hour zone - please observe this speed limit.
- Overtaking cars making a right hand turn into Kiss and Drop is dangerous (and illegal) - please queue patiently, even if proceeding along Mayona Road past Kiss and Drop.
- Drivers are to remain in their cars at all times to assist with traffic flow - children are to enter and exit the car independently from the passenger side of the car.
- School bags and other belongings are to be stored inside the car. Children should not be accessing the boot of the car for safety reasons.
- Drivers are asked to encourage their child/ren to enter/exit as quickly as possible to keep traffic moving.
- Drivers are requested not to do U-Turns in driveways along Mayona Road, (including the Church driveway). Proceed to Luisa Court if planning to make a U-Turn.
- If you choose to park your car in the school carpark for afternoon pick up, you need to enter the carpark before 3:20 pm and you **MUST** pick up your child from inside the school grounds and walk them safely to your car, using the crossing. **At no point** are children to be waved across the road to you waiting at the car past Kiss and Drop oncoming traffic. This is a dangerous practice and puts your child's life and that of others at risk.
- Staff Supervision at Kiss and Drop is 8:40am - 8:55 am and 3:25 pm - 3:40 pm. Carers who arrive at pick up after 3:40 pm will need to make alternative arrangements such as using our OSH Club Service.
- Drivers must follow the direction of staff on duty at all times for the safety of all.



CHILD:

Moving to and from Kiss and Drop:

Arriving at school

- Wait for the car to stop.
- Use the left hand doors of the car to exit with my bag that I have with me inside the car.
- Walk to the path
- Walk straight to the Basketball Courts for morning assembly.
- Be ready for the 8:55am assembly.

After School

- Go directly to Kiss and Drop.
- At Kiss and Drop, walk on the left side of the path.
- Stay on pathways at all times at Kiss and Drop.
- Wait in the yellow box for my parents/carers and look out for my family's car.
- Wait for the car to stop and walk to enter the car.
- Wait for teacher to direct me across the Kiss and Drop area.
- Enter left side of car
- All my bags/belongings need to be stored in the car not boot.



WALKING OR RIDING TO SCHOOL:

- Children walking to school or home from school must use the Kiss and Drop crossing.
- Children riding to school or home from school must walk their bikes across the Kiss and Drop crossing.
- Children/families must wait for the teacher on the crossing to wave them across the crossing.



St Francis Xavier Primary School

90 Mayona Road, Montmorency VIC 3094, Phone : 03 9435 8474

Email: principal@sfxmontmorency.catholic.edu.au

www.sfxmontmorency.catholic.edu.au

SFX Counselling Service 2024

Dear Parents and Caregivers,

In 2024 SFX is again pleased to offer a Counselling Service to members of its school community.

St. Francis Xavier Primary School has at its disposal Gerard Carrick, who has a Masters Degree qualification in Educational Intervention and Student Guidance and Welfare. He will conduct this service on behalf of SFX and will provide support to the most vulnerable students across our school community.

Should you believe your child would benefit from a free counselling service and is not currently under the care of a Medical Practitioner (Counsellor/Psychologist) for anxiety, depression, bereavement, grief/loss, childhood or family illness, trauma, family violence, obsessive compulsive disorder, adjustment difficulties, interpersonal and relationship issues, please fill in the attached expression of interest form.

Please return to the school in an envelope marked "Confidential for the Attention of Gerard Carrick". Should you be successful with this application for your child or children we will be in touch and arrange an appointment for your child as soon as possible.

Gerard Carrick
Learning Diversity Leader
Student Counsellor
Wellbeing Leader

Student Name:

Class:

Please indicate general area(s) of concern:

eg. School attendance, Self-Awareness, Responsible Decision Making, Relationship Skills, Social Awareness.

Parent Signature:

Date:

Attention Year Three-Six

COMPETENT Swimmers

SFX Swimming Team Trials for 2024

Wednesday 31st January, 2024

Dear Parents,

The St Francis Xavier Primary School **Swimming Trials** will be held at Watermarc on Monday 12th February commencing at 7:30am and concluding at 8:30am. These trials are open to students from Year 3 to 6. It is **not compulsory** for all students to attend these swimming trials and only **competent swimmers who can swim 50 metres without difficulty and stopping should consider attending. Trials are for the 4 strokes so if your child is competent in one or more of the strokes please encourage them to trial.**

Students will be selected for the St Francis Xavier School Swimming team based on their stroke technique and times. It is important that children trying out for the team are proficient swimmers and are **able to swim 50 metres** under race conditions without stopping while displaying correct stroke technique. Parents are requested to assess whether their child fulfils these requirements before making the decision to attend the trails.

The following Monday 19th will be a second session for training at 7:30 to 8:30am

If you do make the decision for your child to trial please click on the link below to indicate the events. This must be done by 4:00pm on Monday 6th February to allow for planning of the session.

<https://forms.gle/pSQZsNEQL89vumgZ7>

The trials will determine the events your child (if selected) will participate in for the annual Montmorency District Schools Sports Association Swimming Carnival to be held on Friday 23rd **February, 2024** from approximately 12:30 to 2:30 at Watermarc. There will also be a training session on Friday 16th February at Watermarc at 7:30am to 8:30am

We ask that Parents of students attending the trials transport their children to the venue to arrive at 7:30 and then transport them from there back to school. Dave Mithen (Year 6 teacher) and myself will be in attendance on the morning to conduct the trials. It would be great to have some help on the day of the trials to time the events. If you are willing to assist you would need to have a current Working with Children check and have read and signed the Parent Code of Conduct.

Kind regards,

Brian Anderson
PE Teacher/Sport Coordinator



Philip Cachia
Principal

Enrol today for 2024!

Outside School Hours Care



Dear families,

Starting school for the first time is a big transition for children and families. There is a lot of new information to remember, a new routine to adjust to and lots of big emotions for everyone involved.

One thing that you may not know much about is Outside School Hours Care and how it can support the transition to school.

If you have a child starting school for the first time this year, we wanted to take this opportunity to introduce you to the OSHClub service and tell you a bit about our Programs.

A few things you may not have known about OSHClub:

- Before and after school care is eligible for childcare subsidy, meaning the government may fund up to 90% of the session fee*
- Holiday programs are also eligible for childcare subsidy, and your child is welcome to join the program at your school or another OSHClub location
- Enrolment in OSHClub is free, so it's a good idea to enrol now, just in case you need it throughout the year
- Your child's enrolment is managed via Services Australia. You can view our how-to enrol guide [here](#)

About our programs:

Our Adventure Program is a globally informed pedagogy framework that is run at our before and after school sessions – “Rise then Shine” and “Stay and Play”. Backed by research into child development, and created in partnership with experts, the Adventure Program provides children with the opportunity to learn essential life skills and empowers them to choose how they spend their morning and afternoon via a selection of 7 Adventure Categories.

Holiday HQ is our exciting holiday program which is jam packed with a variety of activities, incursions and off-site experiences to keep the kids having fun and making friendships throughout the school holidays.

Early enrolment gift!

We are so excited about welcoming new children into our service this year. For all families who enrol by Friday 2 February, we will be sending a personalised OSHClub backpack tag with your child's first name printed on the front along with some novelty stickers they will love! You don't need to book your sessions yet, just submit your enrolment application online (via Services Australia) and we will post out the welcome pack and free gift for you.

We wish you and your family a happy new year and look forward to welcoming you to the OSHClub family!

The team at OSHClub
1300 395 735

*Childcare subsidy eligibility varies, depending on your household income
Subject to availability within the program



Lunch Order Menu

Effective Term 1 - 2024



Sandwiches/Wraps/Rolls

(Wholemeal/White bread/Gluten Free/Toasted)

Sandwiches/Wraps with 1 filling \$4.00

Rolls with 1 filling \$4.50

(add 50 cents for each extra filling)

Gluten Free Bread add .50c

FILLINGS:

Real Chicken / Cheese / Ham / Egg

Tuna / Pineapple / Carrot / Vegemite

Tomato / Lettuce / Avocado / Cucumber

Vegan Cheese add .80c

Homemade snacks

Choc chip cookie \$2.50

Choc chip cookie (gluten free) \$3.00

Hedgehog slice \$2.50

Choc Bliss Balls (egg/dairy/sugar/gluten free) \$3.00

Vanilla cupcake \$2.50

Banana Bread \$4.00

Seasonal fruit salad \$4.00

Tomato sauce = 30c

Hot Food

Routleys Beef Pie \$4.00

Schools out' Beef Lasagna \$4.50

Routleys Sausage Roll \$3.50

Routleys Spinach & Ricotta Roll \$3.00

Routleys Wholemeal Veggie Pastie \$4.00

Party Pie \$1.30

Steamed Dim Sim with soy sauce \$1.00

Hans Hot Dog (with a fresh baked roll) \$3.50

Apple pie \$2.50

Margarita Pizza \$4.00

Ham & Pineapple Pizza \$4.50

Chicken Pizza \$4.50

NEW - Special Dietary Options

Gluten Free Meat Pie \$5.50

Gluten Free Party Pie \$2.50

Vegan Margarita Pizza \$4.50

Drinks

Fruit juice (O.J. or Apple) \$2.50

Choc or Strawberry milk \$2.50

Plain milk \$2.20

NB. We are very pleased to offer a small variety of gluten friendly options on our menu. Please note we are NOT a gluten-free certified kitchen. Whilst every effort is made to ensure that cross contamination does not occur, we cannot guarantee this will never occur. We have processes in place to minimise risk however, if you are a Coeliac and/or highly sensitive to gluten, please know that we will do our best but cannot guarantee your order will not touch gluten somewhere in the process. We apologise for any inconvenience. **For manual orders, simply fill out your child's name, their class and their order on a paper bag and place the money inside. Only Australian currency accepted. Any shortfall may result in omission of items. Online ordering is also available at www.mymumandi.com.au. Please ensure you select the correct school for your child.**



St Francis Xavier
Catholic Primary School
SHEPPARTON, VIC

Direct Debit Request (DDR)

Email:

Date signed: | | / | / |

Our commitment to you

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your rights

Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on Ph: 9435 8474 during business hours;
- writing to: St. Francis Xavier School 90 Mayona Rd Montmorency.Vic.3094]; or
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by contacting the Bursar at St. Francis Xavier School on 9435 8474.

Disputes

You should check your account statement to verify that the amounts debited from your account are correct.

If you believe that there has been an error in debiting your account, you should notify the Bursar directly on Ph: 9435 8474 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up with your financial institution direct.

If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding in writing.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

Camps, Sports and Excursions Fund APPLICATION Form

School Name

School REF ID

Parent/legal guardian details

Surname _____
 First name _____
 Address _____
 Town/suburb _____ State _____ Postcode _____
 Contact number _____

Centrelink pensioner concession OR Health care card number (CRN)

- - - OR

☐ Foster parent* OR ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).
 **Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
 - This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
 - I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
 - If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
 - Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.
- You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](#)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](#)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

How to complete the application form

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.