



**Mitcham**  
Primary School  
thinkers | learners | leaders

## MITCHAM PRIMARY SCHOOL NEWSLETTER

# Mitchat

### IMPORTANT DATES

- FEB 6** PREP TEDDY PICNIC
- FEB 9** SCHOOL COUNCIL  
NOMINATIONS OPEN
- FEB 15** DISTRICT SWIMMING
- FEB 16** 1/2 HISTORY BOX
- FEB 17** PARENT INFO EVENING
- FEB 15** SCHOOL COUNCIL  
NOMINATIONS CLOSE
- FEB 25** CYBER SAFETY PROJECT
- MAR 3** 3-6 ATHLETICS
- MAR 8** PUBLIC HOLIDAY
- MAR 9** 3-WAY CONFERENCES
- MAR 22** PUPIL FREE DAY
- MAR 25** HARMONY DAY

... SEE INSIDE FOR MORE

VALUE OF THE  
MONTH

**KINDNESS**



### IN THIS ISSUE

- FROM THE PRINCIPAL'S DESK
- IMPORTANT NEWS & INFORMATION
- FROM THE MITCHAM PRIMARY OFFICE
- PREP FIRST DAY
- OSHCLUB NEWS
- ... AND MORE



## FROM THE PRINCIPAL'S DESK

The year is new. Shoes are shiny, and all the lunch boxes have lids! Everything is bursting with possibility.

It has been wonderful reconnecting with students and families this week and hearing stories about your summer holiday activities, aspirations and focus for 2021. This year more than any other I am focused on remembering and encouraging our students to learn that optimism is essential for achievement and the foundation of courage and progress.

2021 will be another fabulous year for Mitcham Primary School, with emphasis on the learning growth of each student, along with strengthening our wellbeing practices and continuing to nurture our strong atmosphere of community engagement.

*A few reminders...*

### PARENT/CARER CONTACT DETAILS

If you have moved house, changed your telephone number or emergency contact details over the school holidays can you please ensure that you have updated this information with our office staff, it is essential that we are able to contact all parents/carers in the case of an emergency.

### COMPASS

Please remember we use Compass as our primary form of communication with families and for the reporting of student absences, please ensure you have the app on your phone and know how to log in. If you have any questions about Compass, please see Sharon in the office.

### CAR PARK CARE

Can I please ask parents to take extra care when dropping off and picking up students from the Bowling Green Lane car park. Greeting our students at the gate each morning I also observe how busy the car park becomes, please be patient, cautious and kind in your vehicles at drop off and pick up time.

### MOBILE PHONES

If your child brings a mobile phone to school please remember to remind your children that they must be handed in to their classroom teacher in the morning and collected from them at the end of the day.

Please also note that this policy also applies to APPLE or SMART Watches that have the capability to make or receive phone calls during school time.

### SUN SMART

A reminder to all parents that Term 1 is a Sun Smart term. Protective hats must be worn outside at all times, including to and from school. If students are not wearing their hats, they will be asked to sit in the shade.



### LATE ARRIVALS / EARLY DEPARTURES

Please remember our school gates open at 8:30 am and school starts at 8:45 am, if your child is arriving late to school you need to enter via the front office on Mitcham Road, your child will need to collect a late pass from the office, similarly if you are collecting your child earlier than 3:15 pm you also need to enter the office via the Mitcham Road entrance.

### TO OUR NEW PREP FAMILIES

We would love to see you all at our Prep Teddy Bear Picnic this Saturday 6th February, starting at 11:30 am at Mitcham's Halliday Park. Please remember your picnic rug, a picnic lunch and of course your favourite teddy.

### PARENT INFORMATION EVENING

Our **Parent Information Evening** has been scheduled for **Wednesday 17<sup>th</sup> February**. Due to Covid restrictions to the number of parents we can have on

# FROM THE PRINCIPAL'S DESK: CONTINUED

site at any one time, we will be running this evening via Zoom presentations. Grades P-2 and Montessori Cycle 2 presentations will be at 5:30 p.m. Grades 3-6 and Montessori Cycle 3 Presentations will be at 6:00 p.m. All sessions will be recorded and made accessible to parents who are unable to attend the sessions live.

## THREE-WAY CONFERENCES

Three-Way Conferences have been scheduled for Tuesday 9th March, on this day there is a variation to school hours and students attend school only for their allocated conference time. Students attend with their parents for a conference with their classroom teacher, the focus of these conferences is for the teachers, students and parents to meet and get to know one another. More information about this day will be communicated soon. OSHClub will be available for students on this day.

## PUPIL FREE DAY

Monday 22nd March will be a Pupil Free Day, on this day all staff will be participating in a Professional Development Workshop focused on teaching the 'Six Traits of Writing'. OSHClub will be available for students on this day.

## HARMONY DAY

Harmony Day celebration will happen on Wednesday 25th March, 2021. We are hopeful that we will be able to include a Community Evening celebration on this day, but given the recent changes to restrictions we are now awaiting new Department guidelines.



## ANNUAL PRIVACY REMINDER

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the

## SCHOOLS' PRIVACY POLICY

Please take time to remind yourself of the school's collection statement, found on our website.

For more information about privacy, see Schools' Privacy Policy – information for parents:

### SCHOOLS' PRIVACY POLICY

([www.education.vic.gov.au/Pages/Schools-Privacy-Policy-information-for-parents.aspx](http://www.education.vic.gov.au/Pages/Schools-Privacy-Policy-information-for-parents.aspx))

This information is also available in nine community languages.

## SCHOOL COUNCIL NOMINATIONS

School Council Nominations Notice of election and calls for nominations for School Council will be opened next Tuesday and close on Wednesday 17th of February.

Please see below for further information.

### Why Should I be on the School Council?

School Council plays an important role in school accountability and improvement processes. It is a legally formed body that is given powers to set the key directions of our school. As part of the school council you can ensure that the educational opportunities for your children are met.

## NOTICE OF ELECTION AND CALL FOR NOMINATIONS FOR MITCHAM PRIMARY SCHOOL COUNCIL IN 2021

The School Council is composed of parents, teachers and the Principal. All school councils in Victoria operate under the Education and Training Reform Act 2006. Each school council is established by an Order of the Minister for Education, which specifies the council's membership, size and configuration, its objectives, powers, functions and accountabilities and the role of its executive officer who is the principal.



## FROM THE PRINCIPAL'S DESK: CONTINUED

School councils have three main responsibilities:

- Finance – overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation.
- Strategic Planning – participating in the development and monitoring of the school strategic plan.
- Policy Development and Review – developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

The MPS School Council Meetings are usually held on the second Tuesday of the month and the final meeting of the 2020 Council will be held in the Staff Room at 7:00 pm on Tuesday, February 9th.

All School Council members are appointed for two years and then the positions become vacant at the conclusion of each member's two year appointment. This year there are three elected parent member vacancies and one DET (staff) position open for election.

I would like to take this opportunity to also acknowledge the 2020 School Council members for their contribution to the School Council and sincerely thank them for their time, effort and dedication to Mitcham PS. The school is noted for its community feel staff member vacancy and the work by this group of people has ensured that this reputation continues. We are extremely grateful to them.

The timeline for the school council election is printed below. Nomination forms will be available from the office from, Tuesday 9th February.

All government schools in Victoria have a School Council. They have legally formed bodies that are given powers to set the key directions of the school within centrally provided guidelines.

### Functions of a school council:

The functions of a school council are outlined in the Education and Training Reform Act 2006 and include:

- establishing the broad direction and vision of the school within the school's community
- participating in the development and monitoring of the school strategic plan
- approving the annual budget and monitoring expenditure
- developing, reviewing and updating school policies
- raising funds for school-related purposes
- maintaining the school's grounds and facilities
- entering into contracts (such as for cleaning or construction work)
- reporting annually to the school community and to the Department
- creating interest in the school in the wider community
- informing itself of and taking into account the views of the community
- regulating and facilitating the after-hours use of school premises and grounds
- operating a children's service at the school or other premises controlled by the Minister.

One of the reasons for our school's success is that we have enjoyed great support from elected parents who offer their assistance in the areas listed above to the school administration and staff. We want this to continue and are looking for supportive parents to nominate for School Council.

**Please note that nominations close Wednesday 17th February at 4.00 p.m.**

Please see the following page for the School Council Election Process and Timetable.

Wishing all families a lovely weekend,

**Erin Norman**

**Principal**

# IMPORTANT NEWS & INFORMATION

## SCHOOL COUNCIL ELECTION PROCESS & TIMETABLE

SCHOOL COUNCIL ELECTION PROCESS & TIMETABLE		
Mitcham Primary School		
	EVENT	DATE
a	Notice of election and call for nominations	Friday 7 February 2021
b	Closing date for nominations	Wednesday 17 February 2021
c	Date by which the list of candidates and nominators will be posted	Friday 19 February 2021
d	Date by which ballot papers will be prepared and distributed (if required)	On or before Friday 26 February 2021
e	Close of ballot (if required)	Friday 28 February 2021
f	Vote Count (if required)	Monday 8 March 2021
g	Declaration of poll	Tuesday 9 March 2021
h	First council meeting to elect office bearers (the principal will preside)	Tuesday 16 March 2021



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## MPS STUDENT'S CANCER FUNRAISER



Hi my name is Teagan Matthews,

I am an 11 year old girl who wants to make a difference! I have lost friends and family to cancer, and I have friends and family currently fighting cancer. I believe in the possibility of a cancer free future and I was to help Peter Mac make this a reality. Please join me in the fight against cancer by giving to Peter Mac to support their discovery of cancer cures. Together we can help make a life changing difference to people living with cancer.

The more people who know about Peter Mac, the greater their impact, so please also spread the word by sharing my page with your friends and family.

Every dollar counts. Thank you in advance for your generosity, it means a lot!

When I reach my fundraising goal, I am going to donate my ponytail to help make a wig for someone being treated for cancer.

Every donation over \$2 is tax deductible.

Click the link below to visit my page:

[DONATE TO MY CAUSE](#)



# PREP FIRST DAY OF SCHOOL!



# FROM THE MITCHAM PRIMARY OFFICE

## CSEF (CAMPS & SCHOOL EXCURSIONS FUND)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like:

- School camps or trips
- Swimming and school-organised sport programs
- Outdoor education programs
- Excursions and incursions.

Applications for 2021 are now open and will close at the end of Term 2. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.

Successful applicants will receive \$125 per year for eligible primary school students. Payments are made directly to the school and are tied to the individual student. Most payments start from March onwards.

Payments are for the application year and cannot be claimed for previous years.

The CSEF payment cannot be used towards voluntary school charges, books, stationery, school uniforms, before/after school care, music lessons, or formals/graduations.

You will only need to submit an application form in 2021 if any of the following changes have occurred:

- Your child has started or changed schools in 2021 or you did not apply at the same school in a previous year
- Changed family circumstances: such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2021.

We are able to accept and process applications up until the end of term two each year.

The payment system only allows one application per student. Parents in shared custody situations (who both hold a concession card) must make the decision beforehand who applies for the CSEF at the school on behalf of their children.

If you have already paid for some camp, sports or excursion costs up front, you have the option to

- Allocate the payment towards remaining activities in 2020
- Carry over the amount to be used on eligible activities in 2021

Please note, CSEF funds cannot be directly refunded to families.

If you think you may be eligible, and are yet to apply, or would like more information, please see the information and application sheets enclosed in the later pages of this newsletter. Alternatively, contact our school office for more information.

## CENTREPAY

Centrepay is a free bill paying service that allows applicable families to pay bills and other costs, direct from their Centrelink payments.

Using Centrepay you can arrange regular deductions from your Centrelink payment. You can start, change, or stop using Centrepay whenever you like. You can use it for your regular bills and other ongoing expenses, such as rent, electricity, phone and school fees.

Contact the Mitcham Primary School Office, or [click here](#) for more information.

## COMPASS

Have you logged into Compass yet? Compass is our all-purpose communication platform for families at Mitcham Primary School. Using the login details provided on the letter sent home, [click here](#) or visit: [mitchamps-vic.compass.education](https://mitchamps-vic.compass.education) to log in and familiarise yourself with the platform.

# IMPORTANT DATES

DATE	EVENT
6 February	Prep Teddy Bear Picnic
9 February	School Council Nominations Open
15 February	District Swimming Carnival
16 February	1/2 History Box Incursion
17 February	Parent Information Evening School Council Nominations Close
19 February	Running Club Commences
22 February	Hockey Clinic
25 February	Cyber Safety Project
3 March	3-6 Athletics Carnival
8 March	Public Holiday
9 March	3-Way Conferences
22 March	Pupil Free Day
25 March	Harmony Day
1 April	Cross Country Last Day Term 1
19 April	First Day Term 2
26 April	Public Holiday
10 May	District Cross Country
11 - 13 May	NAPLAN
18 May	School Photos
4 June	5/6 Interschool Sport
14 June	Public Holiday
18 June	5/6 Interschool Sport
25 June	Last Day Term 2
12 July	First Day Term 3
3 August	5/6 Interschool Sport

DATE	EVENT
17 September	Last Day Term 3
4 October	First Day Term 4
2 November	Public Holiday
3 November	3 - 6 Swimming Starts
12 November	3 - 6 Swimming Ends
15 November	Prep - 2 Swimming Starts
26 November	Prep - 2 Swimming Ends
17 December	Last Day Term 4

## A GREAT START IN CYCLE 2!



Hello everyone!

## WELCOME TO 2021

It is great to see you all again and to catch up with all the exciting things you and your children did over the holidays. A warm welcome to all the Preps and other children who are using the program for the first time this year. Please feel free to drop in to say hello and ask any questions that you may have. We are located next to the tennis court. We look forward to meeting and getting to know you all.

This year we have welcomed Maddi to Mitcham OSH Club as a third permanent educator.

## VACATION CARE RECAP

Our vacation program was full of fun and engaging themes, including several incursions such as Australian Reptiles, Build a Bear workshop, and an exciting magic show. Children particularly enjoyed the science theme, where they conducted various science experiments and built many things using our recycled materials.

## PREP STUDENTS

During the early dismissal of the Prep classes, we will be providing bridging care which means we will be open from 1:25 pm. All the Preps will be picked up from their classes in the afternoon and dropped to their classes in the morning when attending the OSH Club.

This week our theme was welcoming our Preps, as well as new students, and understanding our routine and expectations. Our main focus was assigning buddies to the Preps and taking them through OSHClub boundaries and routine. Children have been completing their OSH Club portfolios and helping the Preps with pasting paper pencil activity. Our Grade 1's have done great job walking themselves from school to OSHClub. We are very proud of you all.

## REMEMBER...

Ensuring your children are booked to attend OSHClub helps us to cater for your children's needs and ensure we are compliant with national regulations and OSHClub policy. If you are having difficulty using the OSHClub online booking system, please call head office on:

1300 395 735.

Otherwise, you can book your child into the program on the day by calling or texting:

0422 097 497.

Program times are from 7.00 am - 9.00 am and 2:30pm—6:30pm, bookings will be confirmed during these times. Please notify the program if your child will be absent if you are unable to cancel the booking online. A courtesy phone call, voicemail or text will be highly appreciated and allow our team to focus on the children in attendance.

Please remember to update your contact details, especially phone numbers and address along with any medical conditions on the enrolment form if there is any change. This can be done online at: [www.oshclub.com.au](http://www.oshclub.com.au)

We are in the process of updating our medical records. Please set aside a few minutes when picking up your child in case we need you to go through our records. Also, if your child/ren is scheduled to attend any after school activities, please let us know so that we can cater to their needs and have permission forms ready to sign.

## BEING SUNSMART

A kind reminder that we are following our Sun Smart policy according to UV level index. So, please remember to provide a hat for your child. We supply Coles' branded 50+ protection sunscreen here at the service, however, if your child has specific sunscreen needs, we encourage parents to either leave some with us at the program or ensure that children have some in their bags.

## COVID-19 PROCEDURES

We are constantly monitoring the children's hand washing routine. We have reiterated to the children that they must wash their hands for 20 seconds or more. Some ways we have suggested this to them is by singing the alphabet or singing the happy birthday song while washing hands. If you have any concerns and or questions regarding the COVID-19 situation, please communicate this to our staff.

**NOTE:** The Tirana street car park gate and the pedestrian gate will remain closed all the time. If you are dropping or picking up your child from OSHclub please call us on 0422 097 497 and Oshclub staff member will

# OSHCLUB NEWS: CONTINUED

escort child to from the gate to the OSH building and vice a versa.

## BOOKING POLICY FOR BSC AND ASC SESSIONS

Parents will not be able to book in within 24 hours of a session as the booking system is locked 24 hours before the sessions commencement time.

Parents can book or cancel their child's attendance on the day by calling or texting 0422 097 497.

Program times are from 7.00am—9.00am and 2:30pm—6:30pm, bookings will be confirmed during these times. A late booking fee of \$4 will automatically be charged when a booking is made at short notice (0-24 hrs ahead of the start time of the session).

When a child is booked into a session, but does not attend, and there has been no notification that they will be absent, a \$5 'no-show' fee will be incurred. A 'no show' creates additional work for the educators as they must confirm whether a child is legitimately absent.

Our cancellation policy is 48 hours before the session commences. Cancellations within 48 hours will incur full fee.

Please remember to update your contact details, especially phone numbers and your address along with any medical conditions on the enrolment form if there is any change. This can be done online at: [www.oshclub.com.au](http://www.oshclub.com.au).

**Enrol Now:** [www.oshclub.com.au](http://www.oshclub.com.au)

**OSHClub Program Phone:** 0422 097 497

**OSHClub Head Office:** 1300 395 735

WEEK 3: BEFORE SCHOOL CARE	
DAY	ACTIVITY
MONDAY	Chinese New Year Colouring & Running Race
TUESDAY	Lantern Making & Soccer
WEDNESDAY	Paper Ox Craft & Chinese Wall
THURSDAY	Skipping Competition & Dream Catchers
FRIDAY	Making Lucky Red Envelopes & Four Square
WEEK 3: PREP EARLY FINISH	
DAY	ACTIVITY
MONDAY	Portfolios
TUESDAY	Story Time
WEDNESDAY	Chinese New Year Collage
THURSDAY	Café Play
FRIDAY	Mini Soccer
WEEK 3: AFTER SCHOOL CARE	
DAY	ACTIVITY
MONDAY	Chinese Whispers & Octopus
TUESDAY	Monopoly & Soccer
WEDNESDAY	Silent Ball & Yoga
THURSDAY	Make Chinese Hats & Hide and Seek
FRIDAY	Steamed/Pan Fried Dumplings & Gaga Ball

## ANIMATION FIXATION CHALLENGE

OSHClub Head Office announced a competition across all OSHClub services during January Vacation Care, the Animation Fixation Challenge. Using the topic, 'What does Australia mean to you?' our students worked together to create a fantastic stop-motion video showing off all the wonderful things about Australia.

Four national prizes are up for grabs, consisting of \$250 for service resources, as well as \$250 to a local charity of the children's choice. Regional prizes are also to be won, including \$100 towards service resources, with all OSHClub groups receiving a Certificate of Participation, as well as a certificate for each student.

Children did amazing job alongside our awesome team. Don't miss out! Click the link below to watch our video entry:

[ANIMATION FIXATION ENTRY](#)

# ***Blasters Cricket Returns To Mitcham***



***MITCHAM CRICKET CLUB***  
***invites kids to join in the***  
***fun of Junior & Master***  
***Blasters.***

***\* Commencing Friday 5<sup>th</sup>***  
***February - 1<sup>st</sup> of 6***  
***sessions***

***\* At Walker Park, 6 to 7pm***

***\* Boys & girls welcome***

***\* Cost: \$99 - Register at***  
***[playcricket.com.au](http://playcricket.com.au)***



## ***JUNIOR BLASTERS (Ages 5-7)***

***Learn the skills of cricket through fun based activities***

## ***MASTER BLASTERS (Ages 7-9)***

***Develop skills with short games of cricket where everyone***  
***bats, bowls & fields***

***\*\*\*\*\****

***Email [juniors@mitcham.cc](mailto:juniors@mitcham.cc) for more information***

# Understanding communication differences and anxiety in young children on the autism spectrum

**Wednesday  
17 February  
7pm to 8.45pm**

**Online Zoom  
event**

**For parents,  
carers and  
educators**

**Gain insight into the language and communication differences of children on the autism spectrum and how this may affect their interactions with others.**

This session will also cover:

- Strategies to support the communication needs of children on the autism spectrum.
- Understanding the link between neurology, anxiety and communication.
- Various ways to communicate with your child/children in your care when they are anxious.
- How anxiety can manifest differently in relation to different situations and contexts.
- The link between sensory sensitivities, anxiety and overall functioning.

Leave with strategies to try with your children to support them to manage their anxiety effectively.

**Ebony Birch-Hanger** is a qualified Neuro-developmental Therapist with over 10 years of experience supporting individuals with a variety of additional needs and medical conditions. As Ebony is also on the autism spectrum, she will bring a genuine perspective of true lived experience to this presentation.

**Free**



*Ebony Birch-Hanger*

## How to book

You will be sent an email with a link to join the webinar once you make a booking.  
Book online at: [www.trybooking.com/BNVSD](http://www.trybooking.com/BNVSD)

For more information, please contact Cathie Wills, Children's Services Project Officer, on 9294 5740 or email [childrens.services.events@maroondah.vic.gov.au](mailto:childrens.services.events@maroondah.vic.gov.au)

**1300 88 22 33 or 9298 4598**  
**[www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au)**



Maroondah City Council



CityofMaroondah



maroondahcitycouncil

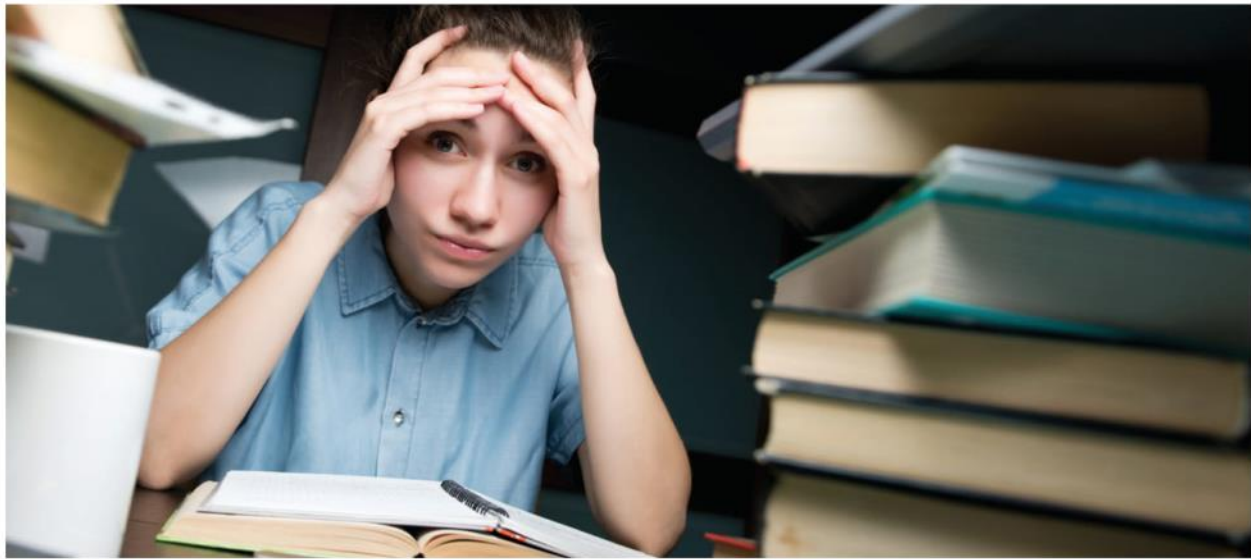


Maroondah City Council



# Parenting Information Forum

Supporting Parents, Grandparents and Carers



## **SURVIVE & THRIVE VCE TOGETHER (YEAR 11&12 STUDENTS, PARENTS AND CARERS)**

Presenter: Anxiety Recovery Centre Victoria (ARCVic)

A presentation where families and young people can come together and learn together. The workshop will look at the big VCE picture and talk about realistic expectations. Learn some practical self-help skills to develop sound strategies for managing stress and anxiety leading up to VCE.



### **DATE**

Tuesday 23 February 2021

### **TIME**

7pm online via Zoom

### **BOOKINGS**

Registering your attendance is essential. Please book online on Council's website [www.whitehorse.vic.gov.au/events/strive-thrive-vce-together](http://www.whitehorse.vic.gov.au/events/strive-thrive-vce-together)

### **OTHER INFORMATION**

To request additional access support including interpreting please contact Council's Parenting Resource Officer on 9262 6175 or [parentresource@whitehorse.vic.gov.au](mailto:parentresource@whitehorse.vic.gov.au)



# Parenting Information Forum

Supporting Parents, Grandparents and Carers



## TAMING YOUR TEEN (PARENTS OF CHILDREN AGES 11 TO 19 YEARS)

Presenter: Sharon Muir from Parentzone, Anglicare

Do you want to:

- Improve your relationship with your teenage child?
- Improve communication and resolve family disputes?
- Learn ways to manage your young person's anxiety, and your own?
- Explore why young people use alcohol, drugs and behave in other risky ways?

Join us online via Zoom to learn strategies and take some time out for you.



PARENTZONE

### DATE

Thursday 11 February 2021

### TIME

7pm online via Zoom

### BOOKINGS

Registering your attendance is essential. Please book online on Council's website [www.whitehorse.vic.gov.au/events/taming-your-teen](http://www.whitehorse.vic.gov.au/events/taming-your-teen)

### OTHER INFORMATION

To request additional access support including interpreting please contact Council's Parenting Resource Officer on 9262 6175 or [parentresource@whitehorse.vic.gov.au](mailto:parentresource@whitehorse.vic.gov.au)

## FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

### CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

### MORE INFORMATION

For more information about the CSEF visit  
[www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

### HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

If you applied for the CSEF at your child's school in 2019, you do not need to complete an application form in 2020 unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools in 2020 or you did not apply in 2019.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2020.

Check with the school office if you are unsure.



## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) 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

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

### Student details

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

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET 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 DHS and provide it to DET 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 DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to 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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CSEF ELIGIBILITY

Below is 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 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 \(education.vic.gov.au\)](https://education.vic.gov.au/csef)

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 17 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 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, 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 the first day of either term one (27 January 2021) or term two (19 April 2021).

## 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: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's 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 \(education.vic.gov.au\)](https://education.vic.gov.au/csef)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary 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 2021 closes on 25 June, 2021.  
CSEF payments cannot be claimed retrospectively for prior years.

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