Welcome back to all our existing families and welcome to all the new members of our Donvale PS community. If you had the opportunity to have a break over the Christmas and New Year period, I trust you were able to enjoy some relaxing time with your family and friends.

We have had a great start to the 2017 school year where our children arrived back to school on Tuesday looking fresh, relaxed, happy and raring to go. It was wonderful to see their smiling faces again and hear their holiday stories. The staff has been busy over the recent weeks with planning and preparation for the school year thus ensuring the very smooth start we have had. This year is a special year at Donvale PS where it will be celebrating its 50th birthday. With many fun and exciting events already planned, it is promising to be yet another great year where our students and community will join together in celebrating our wonderful school. Please stay tuned to all notices and announcements sent home with information about our upcoming events.

NEW STAFF: This year, we welcome two new staff members to our school. Jonathon Tapper and Isobel Mackay have joined the 1 / 2 year level and have already made an impressive start to the school year. They are both enjoying getting to know their students and community in general. Please make the time to introduce yourself to our newest staff members and welcome them to our school.

A full staff list can be found in this newsletter.

FOUNDATION ’17: Our Foundation students commenced school today. It was wonderful to see their excited faces as their parents brought them into their classrooms proudly dressed in their school uniform and looking like grown up school children. Our larger classrooms easily accommodated all the parents, grandparents, family and friends who came along to be a part of this very special day. After taking some photos and for some parents, a hesitant goodbye, the parents were then invited to come into the Library for a cuppa to help settle the nerves or perhaps rejoice the occasion! Thank you to our PA for organising the ‘Tea and Tears’ gathering for our new parents. The smooth transition into school life is a credit to our Foundation staff, parents and Kindergarten teachers for preparing the students so well. In fact, the only tears I noticed were that...
from some of the mums! Whether it was a family’s first child starting at Donvale or their last, it will always be a very special day. We wish all families a happy and exciting seven year educational journey with their child through our school. A special welcome is extended to those families who have joined our school community for the first time. We are very much looking forward to getting to know you.

‘GET TO KNOW YOU’ PARENT / TEACHER MEETINGS: These meetings are taking place on Wednesday 15th and Thursday 16th Feb for parents of students in Years 1 to 6. Please add these dates to your diary and make an appointment to meet with your child’s teacher if you feel you need to. These meetings are an opportunity for you to meet with your child’s teacher/s and discuss any relevant information regarding your child that will support the teacher/s in better planning a more personalised teaching and learning program. Appointments are made through Compass. You will find more information on dates, times and making an interview time in next week’s newsletter. If still not sure, please do not hesitate to speak to your child’s teacher. They are always only too happy to help.

FOUNDATION PARENT INFORMATION EVENING: All Foundation ‘17 parents are invited to the school for an Information Evening presented by our Foundation teachers. This session will provide our parents with more detail on curriculum, school routines, and ways you can help in the classroom. More information will be going home shortly. We look forward to seeing our Foundation parents at 7.00pm on Wednesday 15th February in Mrs Dickson’s Foundation classroom.

WELCOME BACK BBQ: Another very important date to add to your diary is Monday 20th February where our community is invited to attend our very first 50th birthday celebration event. The events planned throughout the day and evening are opportunities for us to welcome our community to the 2017 school year and acknowledge and celebrate the 50 years of quality education that Donvale PS has delivered to thousands of students over these years. The students will participate in a 60’s themed dance incursion during the day titled, ‘The Sixties Happening’ presented by the ‘Bushwahzee’ band. The fun will continue into the evening where all members of our community are invited to join us at our Welcome Back BBQ / picnic in a fun filled evening of music and dance. Children and parents are encouraged to dress up in the 60’s theme adding to the fun and excitement of the celebrations. We would love to see as many of you there joining us on this very special community gathering saying to all, ‘Welcome Back and Happy 50th Birthday Donvale PS’. More information on this event is found in this newsletter.

BUSINESS MANAGER: You may or may not be aware but our Business Manager, Samantha Browne, is expecting a baby due later in March. As such, Mrs Browne will most likely be taking maternity leave from week 7 of this term. Whilst Sam is on leave, Julienne Hyams will take on the role of our school’s Business Manager. Ms Hyams is an experienced Business Manager who has already spent time at our school getting to know us. We are looking forward to having Ms Hyams join us whilst Mrs Browne is on leave. I’m sure you will join me in welcoming her to our school later in the term.

FUNDING: At the end of last year, the school was awarded by the Education Department the sum of $72,000 for us to carry out some school maintenance work. School Council has decided that the money will be best spent on upgrading the asphalted drive in particularly where there currently exists a rather large pot hole. We would also like to asphalt the area directly in front of the Visitors car park so that vehicles can have a smoother entry into the school grounds. We are also looking to install lighting to the Junior and Senior asphalted areas so that the school can be adequately lit during evening functions at our school. Samantha Browne, our Business manager, is currently receiving quotes for all these works. Once we have gone through this process and gained School Council approval, we hope to get these upgrades in place asap. Having this work done will considerably improve the school’s grounds and make our school an even more inviting environment for our community to enjoy and be proud of.
**STAFF CAR PARK:** A gentle reminder to our community that this is a staff car park only. As a staff, we need all the staff car parking that is available. We would appreciate it if our parent community refrained from parking in this car park.

**SCHOOL UNIFORM:** A reminder to all our parents that there is an expectation that all our students wear the Donvale PS logoed school uniform including the correct footwear all times. Black shoes when students are wearing academic uniform and sports shoes (any color is acceptable) during PE. If your child is for some reason unable to wear the correct uniform, class teachers would appreciate a note informing them of the situation. This will alleviate any anxiety a child may feel when they are out of uniform and asked to explain why this is the case.

More information is available on our school website http://donvaleps.vic.edu.au/school-info/uniform/

*Please check the calendar in the newsletter for the important events coming up this term.*

Hope you’re having a wonderful week.

*Lena Clark*

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**FROM THE ASSISTANT PRINCIPAL - Ian McKinlay**

Welcome back to all families for our new school year. I hope everyone has had a restful and enjoyable break over the holiday period. It's been great to visit all the classrooms this week and see all our students so full of anticipation for the year ahead. A special welcome to those families with students who have just recently transferred into our school. This morning along with Mrs Clark I had the pleasure of meeting our new Foundation students looking proud and resplendent in their brand new Donvale uniforms. I was told that many of them were ready to go well in advance, having risen very early for the day they had been waiting for all Summer! Chatting to parents and grandparents of our new students reminded me that no matter what age we are we can all recall that particular time in our lives when we embarked on a special journey. I wish all our new Foundation students and their families seven happy years of learning at Donvale Primary School.

*Ian McKinlay*
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<td>Foundation Testing Day</td>
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<td>Foundation students full time</td>
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<td>Foundation Testing Day</td>
<td>3.45-5.30: ‘Get to know you’ Parent/Teacher meetings</td>
<td>3.45-5.30: ‘Get to know you’ Parent/Teacher meetings</td>
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<td>Foundation Testing Day</td>
<td>3.45-5.30/5.30-6.00/6.00-8.00: ‘Get to know you’ Parent/Teacher meetings</td>
<td>3.45-5.30: ‘Get to know you’ Parent/Teacher meetings</td>
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<td></td>
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<td>11.30-1.30: District Swimming Trials</td>
<td>7.00: Foundation Info Night</td>
<td>7.00: Foundation Info Night</td>
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<td>Level 5/6 Family Life sessions</td>
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<td>5.30-8.00pm: Welcome BBQ</td>
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As Donvale Primary School began in the 1960’s we will commence our fun celebrations with a show entitled

"The Sixties Happening"

On Monday February 20th all students will participate in a special day run by the group “Bushwahzee”, including a concert at 9.30am, a couple of rehearsals during the day and then culminating with a show presented by the students to their families in the evening.

Families are invited to come along at 5pm to enjoy a BBQ or picnic as part of our welcome back to school/getting to know you evening.

The 60’s show will commence at 6pm and run until around 7.30pm.

The cost is $8.50 and will be included in Term 1 Bulk Billing. All students are required to participate.
# Staffing for 2017

## Leadership

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Lena Clark</td>
<td>Principal Office</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Ian McKinlay</td>
<td>Assistant Principal Office</td>
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## Administration

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
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<tbody>
<tr>
<td>Business Manager</td>
<td>Samantha Browne</td>
<td>Admin Office</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Wendy Cheesman</td>
<td>Admin Office</td>
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## Junior School

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<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Time Fraction/Days</th>
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<tbody>
<tr>
<td>FHN</td>
<td>Sarah Hodgson</td>
<td>MON, TUES, WED</td>
</tr>
<tr>
<td></td>
<td>Rochelle Nicks</td>
<td>THURS, FRI</td>
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<tr>
<td>FD</td>
<td>Meagan Dickson</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>1/2 R</td>
<td>Michelle Rassias</td>
<td>MON, TUES, WED</td>
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<tr>
<td>1/2 V</td>
<td>Jayde Valentine</td>
<td>FULL TIME</td>
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<tr>
<td>1/2 M</td>
<td>Isobel Mackay</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>1/2 T</td>
<td>Jonathon Tapper</td>
<td>FULL TIME</td>
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## Middle School

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<tr>
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<th>Time Fraction/Days</th>
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<tbody>
<tr>
<td>3 / 4 H</td>
<td>Alanna Hodgens</td>
<td>MON, TUES, WED</td>
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<tr>
<td></td>
<td>Michael Hogg</td>
<td>THURS, FRI</td>
</tr>
<tr>
<td>3 / 4 G</td>
<td>Christian Garcia</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>3 / 4 B</td>
<td>Tasmin Brown</td>
<td>FULL TIME</td>
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## Senior School

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<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Time Fraction/Days</th>
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<tbody>
<tr>
<td>5 / 6 R</td>
<td>Peter Reiter</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>5 / 6 W</td>
<td>Emily Wallis</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>5 / 6 C</td>
<td>Michael Chigros-Xeni</td>
<td>FULL TIME</td>
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## Specialist Staff

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<thead>
<tr>
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<th>Days</th>
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<tbody>
<tr>
<td>ICT/Reporting &amp; Assessment</td>
<td>Rick Gordon</td>
<td>WED</td>
</tr>
<tr>
<td>LOTE (Mandarin)</td>
<td>Serina Lee</td>
<td>TUES, WED, THURS</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Anthea Keep</td>
<td>TUES, WED, THURS</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Debora DeStefanis</td>
<td>TUES, WED, THURS</td>
</tr>
<tr>
<td>P.E. /Sport</td>
<td>Michael Hogg</td>
<td>MON, TUES, WED</td>
</tr>
<tr>
<td>Education Support Officer</td>
<td>Toni Grimes</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>Education Support Officer</td>
<td>Caroline Collins</td>
<td>FULL TIME</td>
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<tr>
<td>Education Support Officer</td>
<td>Rita Lucisiano</td>
<td>FULL TIME</td>
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<tr>
<td>Education Support Officer</td>
<td>Mary Krcevinac</td>
<td>FULL TIME</td>
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<tr>
<td>Education Support Officer</td>
<td>Melissa Osman</td>
<td>PART TIME - Friday</td>
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<tr>
<td>Library Technician</td>
<td>Mei Lun</td>
<td>TUES</td>
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<tr>
<td>School Psychologist/Speech Therapist</td>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>Student Wellbeing Officer</td>
<td>Chantelle Olafsen</td>
<td>TUES &amp; FRI</td>
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<tr>
<td>OSHC Program</td>
<td>TBA (Co-ordinator)</td>
<td>MON - FRI</td>
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<tr>
<td>ICT TSI (Technician)</td>
<td>Andrew Simpson</td>
<td>WED</td>
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CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

The Camps, Sports and Excursions Fund (CSEF) helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. This card must be in the parents name, not the students.

$125 per year will be paid for eligible primary school students, with $225 per year paid for eligible secondary school students. Payments will go directly to the school and be allocated to the student. Prep students for 2017 who receive CSEF are also eligible for a uniform pack. More information about this pack is at the end of this newsletter and you will be contacted directly regarding your choice once your application has been approved.

There is more information for parents, as well as an application form at the end of this newsletter. These are also available from the office. Parents are required to fill in a new application form each year, even if you have previously received CSEF. You will be required to provide a copy of your Concession Card. We are happy to make copies for you at the office. If you have any questions regarding CSEF please contact Samantha in the office.

SICK BAY

The school has a sick bay and a number of Level 2 First-Aid trained Staff. The school is not equipped to look after students who are sent to school already unwell or re-dress old wounds. Sick bay is simply there to deal with children who fall ill or are injured during the course of the day.

We would like to remind all families of their responsibilities in regards to their sick children. If your child is ill or has been ill, please be responsible and do not send them to school until they are fully recovered. Too often students present themselves at the sick bay, quite unwell and on investigation, indicate that they have been away sick or were ill in the morning but the parent/carer decided to send them along, hoping they would improve or be alright. This is not fair to your child and not fair to us. These students need to be cared for by their parents. Thank you for your cooperation in regards this matter.

MEDICATION AT SCHOOL

If your child has to take medication during school hours, a medication authority form has to be filled out. Forms are at the office as well as on the website. Any medication that comes to school has to be kept at the office and not with the student (except ventolin).

Please note: Wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Asthmatics should have their medication with them at all times.

Anaphylactic students have their medication kept at the office in their named individual bags.
HEADLICE
Head lice will be a problem from time to time in Donvale Primary School and it is important to work together as a school community to minimise the frustration caused by the problem. If your child has head lice – tell anyone who has had head to head contact with them. Also, it is important to let the school know so that we can advise parents in your child’s grade to check their child's hair.

Head lice are **not fussy** about the heads they live on – they make **no** consideration for income, ethnicity or hair colour. They live their entire lives on **human heads** and their entire food and water source is supplied from the scalp. Head lice have been around for many thousands of years and they will not be eradicated. Head lice **don’t** fly or jump – they crawl from head to head. This often happens when people play or work closely together.

Head lice (Pediculosis humanus capitis) are small (3-4mm) wingless insects, which are common particularly in school aged children. Head lice are a common problem in Australian schools and exact figures on the size of the problem vary. Eggs can be difficult to see; use a strong light (such as sunlight) and look on the hair shafts. If you are not sure whether an object you find is a head louse egg, try sliding it up the hair shaft using your fingers. Eggs are usually quite difficult to move, whereas dandruff and other items slide easily.

Students with long hair are very strongly advised to tie it back while at school.

SPECIAL LUNCH DAYS
We have 2 options for ordering lunches:

1. **SUBWAY**
Subway lunch orders are available every **Friday**. Students who want to order need to take home an order envelope (available from the classroom or office). Orders need to be returned to school by recess on **Thursday** (this is when Subway collects the orders).

**Late orders** will not be accepted. Please do not ring Subway as they cannot process your order, it has to be through the school.

**Please note:** The wheat bread roll has changed to a 9-grain wheat.

2. **CLASSROOM CUISINE**
Orders are available for **Monday and Wednesday**. Lunches are ordered online from the menu and delivered directly to school labelled with your child’s name, class and order details. You can order one day or as many days as you wish over the period of the menu.

You choose either a **TWO Course** or **THREE Course Lunch**. There are 30 options within each Course Menu each day.

To register visit the website [www.classroomcuisine.com.au](http://www.classroomcuisine.com.au)

LOST PROPERTY
The beginning of the year, when your children are looking great in their new school uniforms is the time to make sure they are clearly named. Lost property items are located in the small passage outside the OshClub Room in Building A and Building B has a tub at the top of the ramp outside the door.
PERSONAL GOODS BROUGHT TO SCHOOL

Personal property is often brought to school by students and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. The Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property. We therefore do discourage students and visitors from bringing any unnecessary or particularly valuable items to school.

STUDENT BANKING - Commonwealth Bank

Student banking will start next week Monday 13th February. Students bring in their deposit books to school on a Monday and it will be processed on Tuesday. Books are returned to the classroom. Information packs are available from the office if you want your child to participate.

Thank you.

PARKING

We are asking all parents to please obey the parking rules around the school and also be very mindful of not parking across neighbour’s driveways. Below is our rules regarding drop-off and pick-up.

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Donvale Primary School Road Rules and Drop Off

All surrounding streets near schools have a 40 km per hour limit. Please ensure you slow down when approaching or leaving the school grounds. This includes Elata street, Cerberus Street, Argyle and Martha streets Donvale. Tunstall Road is a 50km zone.

Many of our children walk to and from school and have to cross roads surrounding the school grounds. Please look out for them and slow down. Remember their road safety skills are still being developed and we as adults need to act appropriately to ensure their safety is maintained.

The Stop sign means stop! Please make sure you stop at the children’s crossing leading out of the drop off zone to Elata Street/Cerberus Street when leaving the school grounds.

There is strictly No parking in the staff car park. ‘Visitor’ parking bays are not to be used by parents during pick up and drop off times. Picking up and dropping children off in these areas are dangerous and not permitted.

Obey road signs and parking regulations in all surrounding streets. Police patrol regularly to ensure these signs are being adhered to.

This Drop Off Zone has been developed to make it easier for you to pick up and drop off your children.

The drop off area is one way only. Enter via Argyle Street and exit via Cerberus/Elata Street.

The drop off zone is not a parking area. No parent is to park their car and leave the vehicle or sit idle for any length of time. There are plenty of other areas to park if you need to leave your vehicle or wait for your child.

Cerberus St, Elata St, Aranga St, Martha St or even the DISC car park are all good choices for parking.

There are 2 car spots directly outside the office area for our special needs families. Please leave these free for those families who have a genuine need to use them. Families requiring the use of these spots need to see the office to be allowed access to these spots.

Watch out for those who are not using the drop off but are entering the area. Cars should drive at under10km/hour or WALKING PACE throughout the drop off zone.

Please respect other peoples drive ways and DO NOT use them as a drop off point.
### 2016 Results:

Congratulations to the Dunkers and Dribblers for winning their divisions and to the Diamonds and Dynamites who were runners up in theirs. Great effort everyone!

### And onto 2017…….

- U11 Boys training will commence today - Thursday 2nd Feb – 3:45 to 4:45 at DISC
- Training for U9 Boys & U11 Girls will start Tuesday 7th Feb
- U9 Girls, U11 Boys, Open Girls will train Thursday 9th Feb (as will Open Boys if we get confirmation there is definitely a comp)
- Games start Saturday 11th February……….more details to follow soon

Any questions, please contact Leanne ph. 0438 096 451

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### Birthday Wishes To

Oliver M, Robyn S, Tait S, Charlotte F, Jude O, Jessica N, Nikita S

Who are celebrating birthdays from the 3rd to 9th February
State Schools’ Relief
Prep CSEF uniform support

Fact sheet for parents

Program background
As part of the Victorian Government’s Affordable Uniform Program, every Prep government school student who is a recipient of the Camps, Sports and Excursion Fund (CSEF) automatically qualifies for a uniform pack voucher. Each year, State Schools’ Relief (SSR) provides tens of thousands of children with school clothing, shoes and other essential items. For the first time SSR has received government funding so that it can help more families needing financial assistance, and ensure no one is left behind.

Eligibility requirements for CSEF can be found at www.education.vic.gov.au/csef

What uniform support is provided?
SSR will provide:
- A basic windcheater and tracksuit pants
- OR one of the following
- A bomber jacket, rugby top, hoodie or zip jacket

How can parents apply for the uniform?
Parents must apply for CSEF by the closing date listed at www.education.vic.gov.au/csef before they approach the school to apply. Primary schools are required to make applications on behalf of parents at www.ssr.net.au/schools.

Once approved, the voucher will be dispatched electronically to the school, uniform shop or uniform supplier. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR).

What if parents have already purchased their child’s uniforms?
Eligible parents who have already purchased their child’s uniforms for the year can select items of a larger size from the retailer.

Can parents who are ineligible for CSEF or, who have children in other year levels receive assistance from SSR?
Yes, Applications for parents requiring financial assistance for uniforms, textbooks or shoes are encouraged via the regular SSR services – www.ssr.net.au/schools. SSR only responds to requests from schools (not from parents directly). Parents are encouraged to talk to their school principal, assistant principal or student welfare coordinator about their situation and they will assess their eligibility.

Terms and conditions
- Only CSEF recipients are eligible for the uniform packs.
- Each student is eligible for a single uniform pack.
- A voucher is dispatched electronically to the school, uniform shop or uniform supplier on approval. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR).
- The order is valid for 45 days from date of issue.
- Once expired, a new application must be lodged.
- Expired vouchers cannot be redeemed.
- Each voucher specifies the individual items funded by SSR.
- No change to the items can be made unless through the school.
- Changes made in store will not be honoured by SSR.
- The maximum voucher value is $57 and any short fall will not be covered by SSR.
- The value of the voucher is a maximum value rather than an entitled amount. Should the value of the item be less than $57 the difference will not be credited to other items.

More information
Parents: For CSEF application details please visit www.education.vic.gov.au/csef
Schools: For SSR applications please visit www.education.vic.gov.au/ssr

State Schools’ Relief
Telephone: 03 8769 8400  Email: contact@ssr.net.au  Website: www.ssr.net.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 will be 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.

HOW TO APPLY

Contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

MORE INFORMATION

For the CSEF application closing dates and more information about the fund visit www.education.vic.gov.au/csef
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: [www.education.vic.gov.au/csef](http://www.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 (30 January 2017) or term two (18 April 2017).

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: [www.education.vic.gov.au/csef](http://www.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 2017 closes on 30 June, 2017.

CSEF payments cannot be claimed retrospectively for prior years.

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

<table>
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<tr>
<th>Child’s surname</th>
<th>Child’s first name</th>
<th>Student ID</th>
<th>Date of birth (dd/mmm/yyyy)</th>
<th>Year level</th>
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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 for 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 ________ / ________ / ________