2016 TERM 1 CALENDAR

Please go to the McGuire College Website to view all Term 1 calendar dates.
http://www.mcguireco.vic.edu.au

McGuire College School Council 2016

If you would like to have a say in your child’s education, why not join our school council. There are currently 3 parent member vacancies. For further information and nomination forms are attached to this newsletter.

School Bus Program Policy and Procedures 2016

Key changes in the School Bus Program Policy and Procedures 2016 include:
- Eligible students continue to be provided free travel to their nearest appropriate school
- Replacement of the complicated distance based fares, replaced with a single flat fare for ineligible travellers
- The fare rate for 2016 will be a flat rate of $480 per year ($120 per term)
- Improved flexibility for students requiring access to more than one bus service
- Reduced criteria for bus service modifications
- The updated School Bus Program Policy and Procedures for 2016 will be implemented in Term 1, 2016

For any queries, please contact the Student Transport Unit on 03 9637 2200 or at: student.transport@edumail.vic.gov.au
It gives me great pleasure to welcome you to the 2016 school year at McGuire College. We are now just over one week in to Term 1 and I have been genuinely impressed with the welcome I have received, the level of professionalism of our staff team and the harmonious and engaged nature of our students. It has been a great start to the term and one that indicates that when we persist with our work and our focus on improving outcomes for our students then anything is possible.

A special welcome is extended to our new and returning students and staff. We have commenced the new school year with 471 students, including 79 Year 7 students who have just embarked on their secondary schooling journey. We look forward to building a long and lasting relationship with our students and families, as we support each one of you to become the best you can be and work to ensure you have multiple pathways to pursue learning and life beyond McGuire College when you graduate between 2016 and 2021.

The year ahead of us is all about supporting our students and ensuring their ongoing growth and development as both learners and leaders. Along the way we look forward to a range of events and activities that support us towards this and the fulfilment of our Strategic Goals. This work will include:

- Continuing to build on our REAL Values of Respect, Environment, Accountability and Learning. Our REAL Values underpin how we work and operate as a College and our students will dig deeper into our values as part of our ongoing PBIS work but also through our new REAL Time scheduled each week.
- Utilising our Pedagogical Framework to continue to build the confidence, competence and capacity of our staff team to bring about outstanding results for our students.
- Developing and activating high expectations for our College Community with specific focus on continuing to improve our curriculum, incorporating student voice and the introduction of Learning PLUS time each week.
- Ongoing development of our safe and supportive college culture and climate with a focus on PBIS, restorative practices and a suite of wellbeing supports for students and families.

Throughout the year we will be providing our students with many opportunities to shine and demonstrate their skills, abilities and learnings. The first such formal occasion this year was our first whole school assembly for the year. Congratulations and thank you to our College Captains, Rachel, Yassir, Rezwana and Josh who did an outstanding job of leading our first assembly.

When reading through our newsletter you will notice that nominations have been called for College Council. This is a great opportunity to be involved in the future and ongoing development of our College and if any parents would like to discuss the opportunity further before nominating, please drop by and see me. Council meets once each month and this is an outstanding opportunity to work with us for the benefit of our students, staff and broader College Community.

Finally, an open invitation to our College community, students, parents, staff and community members to feel free to drop in and see me. We know that we often see people when they have something they would like to have changed, something they would like to complain about or something that isn’t right, if you need to come in for these reasons, please do so. However, I also encourage you to come in to share and celebrate the great things that our staff, students and College accomplishes, I am sure there will be plenty of opportunities for you to help us push the positive and celebrate the unique, positive and high quality learning centre that we are.

Brad Moyle
Principal
Dear parents,
I am writing to reassure you in light of the recent hoax threatening phone calls to Victorian schools in the last few days. Our school has not received such a call but I wanted to inform you that, like all schools, we have an emergency management plan in place for situations like this, and we practise it throughout the year. Those schools which did receive a threatening call enacted their emergency management plans and they worked well.
The safety and wellbeing of our students is always our top priority.

If you have any questions please contact me.

Kind Regards,
Brad Moyle

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**Centrepay – The easy way to pay your bills**

Centrepay is a free direct bill paying service available to customers who receive an

- Australian Government Department of Human Services Centrelink payment
- Family Assistance Payment
- Parental Leave Pay

If you are interested in paying your school account with Centrepay please contact the McGuire College General Office on 58589800.

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**Sunsmart**

Students are reminded that they must wear a broad brimmed hat at all times when outside at recess and lunchtime during Term 1 and Term 4.

Thank you to the vast majority of students who ‘do the right thing’ are sensible and ‘Sunsmart’ by wearing their hat at all times when outdoors.

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**Signing in and out of school during class time**

Please be aware that the procedure for picking up your child from school during class times is as follows:

Students require a signed note from their parent/guardian to give permission to leave class at a specified time. The student must then come to the general office to be signed out by the person collecting them. Office staff are not able to call students on the loudspeaker during class time.

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<table>
<thead>
<tr>
<th>Bell Times</th>
<th>Monday – Friday</th>
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<tbody>
<tr>
<td>Locker Bell</td>
<td>8.55am</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:00am – 9:47am</td>
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<tr>
<td>Period 2</td>
<td>9:47am – 10:34am</td>
</tr>
<tr>
<td>Recess</td>
<td>10:34am – 10.59am</td>
</tr>
<tr>
<td>Locker Bell</td>
<td>10:54am</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:59am – 11:46am</td>
</tr>
<tr>
<td>Period 4 Learning</td>
<td>11:46am – 12:33pm</td>
</tr>
<tr>
<td>Plus REAL Time</td>
<td>12:33pm – 12:51pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:51pm – 1:41pm</td>
</tr>
<tr>
<td>Locker Bell</td>
<td>1:36pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>1:41pm – 2:28pm</td>
</tr>
<tr>
<td>Period 6</td>
<td>2:28pm – 3:15pm</td>
</tr>
</tbody>
</table>
Welcome to New Staff Members

**Leanne Cotsooulos** - Integration Aide

**Sharon Darlow** – Integration Aide

**Ellie Metcalfe** – Wellbeing/Social Worker

**Brad Moyle** – Principal

**Kristen Pritchett** – Literacy Support Teacher

**Hannah Smidt** - Reception

**Hulya Tanyolacar** - Maths/Science/PE Teacher
IMPORTANT NOTICE TO PARENTS

House Swimming Sports
Friday 19th February, 2016
9.00am to 2.30pm

All students are expected to attend and either compete OR cheer on their competitors.
“Get in and swim” or “Barrack for your team”.
There will be lots of activities for students to participate in.

The following information is provided for your convenience for this day:

TRANSPORT

- Students will be bussed from school to Aquamoves at 9.15am and back to school by 3.00pm.
- Students will attend house meetings before catching buses to Aquamoves.
- Students will be returned to school to be dismissed.

LUNCH

- A kiosk will operate and students are welcome to buy their lunch and snacks from there. However, students are more than welcome to bring their own lunch. Remember to drink plenty of bottled water!
- No Passouts will be given to buy lunches elsewhere and any students having McDonalds or KFC brought to Aquamoves will have it confiscated.

SUNSCREEN

- Bring plenty of sunscreen even if it is a cloudy day! Sunscreen must be reapplied several times (eg. every hour), especially after being in the water.
- Some shade is provided for each House. Students need to stay in their house groups and sit under the shade when not competing in the swimming events.

CLOTHING

- Students and competitors should dress in house colours and in appropriate sportswear. Don’t forget your towel and bathers!
- HATS – NO CAPS are allowed. Bring a broad-brimmed hat.
- NO SINGLET TOPS, bare-midriff or halter tops. Students must wear an appropriate Sunsmart shirt/top for the duration of the day – except when competing.
- No footballs, soccer balls, etc. will be permitted at the pool. These items will be confiscated!

May the best team win!
Dear Parent/Guardian,

We are offering your student the opportunity to participate in the following internationally recognised competitions. Participation is not compulsory but highly recommended due to the valuable experience it provides.

Each participant is rewarded with a certificate of High Distinction, Distinction, Credit, Merit or Participation, along with a detailed statement of results. Top-scoring students in each year level for each subject are awarded a prestigious medal in recognition of their outstanding performance.

Competitions along with dates and associated costs are listed in the table below. Please indicate which competitions your student wishes to participate in and return the completed form and monies to the general office by **Tuesday 1st March**.

Regards

Faye Farrant
Educational Leader 7-10

Student Name: ___________________________________
Year Level:  _______
Home Group:  _______

<table>
<thead>
<tr>
<th>Subject</th>
<th>Provider</th>
<th>Date</th>
<th>Cost</th>
<th>Participating (please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>ICAS</td>
<td>Tuesday 31st May</td>
<td>$8.80</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>ICAS</td>
<td>13th – 17th June</td>
<td>$18.70</td>
<td></td>
</tr>
<tr>
<td>Spelling</td>
<td>ICAS</td>
<td>Wednesday 15th June</td>
<td>$12.10</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Australian Mathematics Trust</td>
<td>Thursday 28th July</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>ICAS</td>
<td>Tuesday 2nd August</td>
<td>$8.80</td>
<td></td>
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</tbody>
</table>
**McGuire College Uniform Policy**

**Rationale or Purpose**
We believe that the school uniform fosters a sense of identification and pride, minimises fashion competition between students, promotes the school image and provides a practical and less expensive form of clothing than other alternatives.

**Policy Statement**
McGuire College requires that all students in Years 7-12 wear school uniform at school and while travelling to and from school. All items of clothing need to be named for identification purposes.
The Physical Education and Sports Policy at McGuire College states “students should wear a sports uniform in physical education classes where personal hygiene and safety are important considerations.” Students are required to wear the official Sport and P.E. uniform to all inter-school competitive sporting events, unless an official team uniform is provided. All items of uniform will be in accordance with the policy of College Council.

**GIRL’S UNIFORM**

**DRESS:** Niceline (Cleolene design No 8125), worn at or below knee-length when standing. In cooler weather black or navy blue tights or leggings may be worn under the dress.

**SKIRT:** Kilt, worn at or below knee length when standing, with navy blue or black tights or navy or black leggings or full length navy skirt or full length plain navy coat.

**SHORTS:** Navy dress shorts.

**SLACKS:** Navy or black business style trousers. Pants must be hemmed neatly at the top of students’ shoes.

**SHIRT:** White polo with maroon and navy stripe on the collar and navy College logo. Students have the option of an alternative white business shirt and must be worn with a neatly tied school tie (available from the College)

**JUMPER:** Navy windcheater with maroon and white stripes on all bands, white school logo OR navy knitted College Jumper.

**JACKET:** Maroon, navy and white, featuring the College logo. Only available for purchase from the College Uniform Shop.

**HEADSCARF:** Head scarves, as appropriate, must be plain white or navy blue. Black hijabs may only be worn during the mourning period for relatives and a note must be brought from home.

**HAT:** Wide brimmed. Available for purchase from the College and must be worn Terms 1 and 4.

**BEANIE:** Any dark coloured beanie woollen or polar fleece beanie without logos or embellishments.

**SOCKS:** Plain white or black ankle length.

**SHOES:** Black, flat, lace-up, T-Bar or single strap shoes, or black/brown flat leather school approved sandals—Sandals cannot be worn in Home Economics or Trade classes for safety reasons. Boots are not permitted.

**BOY’S UNIFORM**

**TROUSERS:** Dark grey—720’s or black business style trousers. Cargo pants, side zips or pockets on legs are not permitted.

**SHORTS:** Dark grey—720’s. Cargo pants, side zips or pockets on legs are not permitted.

**SHIRT:** White polo with maroon and navy stripe on the collar and navy College logo. Students have the option of an alternative white business shirt and must be worn with a neatly tied school tie (available from the College)

**JUMPER:** Navy windcheater with maroon and white stripes on all bands, white school logo OR navy knitted College Jumper.

**JACKET:** Maroon, navy and white, featuring the College logo. Only available for purchase from the College uniform shop.

**HAT:** Wide brimmed navy. Available for purchase from the College and must be worn Terms 1 and 4.

**BEANIE:** Plain navy blue woolen or polar fleece beanie without logos or embellishments.

**SOCKS:** Dark grey or plain white, ankle length.

**SHOES:** Black, flat, lace-up, or black/brown flat leather school approved sandals—Sandals cannot be worn in Home Economics or Trade classes for safety reasons. Boots are not permitted.
**ALL STUDENTS SPORTS UNIFORM:**
Burgundy/Navy Polo Top with logos available at uniform shops; Plain navy sports style shorts or plain navy track pants; Navy wide brimmed hat.

**ALL STUDENTS:**
Neck scarves or head bands that are maroon, navy, white or combinations thereof, may be worn.

**ALL VET Students** will have the option of a VET polo top with their surname embroidered on the back to be worn on VET days.

**All Outdoor and Environmental Education Students** will have the option of an Outdoor Ed. polo top with their surname embroidered on the back to be worn on outdoor activities.

**All Year 12 students** will have the option of a Year 12 polo top and jumper.

The McGuire College Uniform Shop (Ph. 5858 9800) has a number of second hand uniforms for sale. It also sells new plain, navy wide brimmed hats, College jackets and navy College knitted jumpers.

The School Uniform Shop, 179 Corio Street, Shepparton. Phone: 5821 3232 Goulburn Valley School Uniforms, 55 High Street, Shepparton. Phone: 5831 3355

Note that Council has approved a change to the uniform shirt for boys and girls to take effect in 2017. Parents and uniform suppliers will be given ample notice of the change and allowed a twelve month change-over period throughout 2017. The new shirt will be a navy with burgundy & white trim and white College logo.

**Evaluation and review**
This policy was ratified by school council on 27th August 2015 and will be reviewed in 2019.

**PERSONAL ELECTRONIC DEVICES (PEDs)**

McGuire College accepts that mobile phones are used increasingly in society. Mobile phones provide a quick and effective means by which students can communicate with parents and guardians. It is necessary, therefore, for College administrators, teachers, students and parents to take steps to ensure that mobile phones and other PEDs are used responsibly.

The McGuire College Mobile Phone Acceptable Use Policy outlines the College’s position in relation to students use of mobile phones and other PEDs whilst at school, on excursions and during extracurricular activities. A copy of the policy is available from the College Wellbeing Team.

Acceptable use of mobile phones is as follows:

Mobile phones and other PEDs must be switched off and kept in a secure environment during classes, excursions and extracurricular activities. Students may use their phones to make necessary calls at break times. Parents are reminded that in cases of emergency, the General Office remains the first point of contact. This will ensure that the student can be reached quickly and assisted in the appropriate way. Behaviour that breaches the Acceptable Use Policy will be addressed under the consequences of the Policy.
ST GEORGE'S ROAD

NEIGHBOURHOOD PLAN
St George's Road Neighbourhood Plan Launch and Shepparton Police Service Presents
AUSTRALIAN MULTICULTURAL GAMES Community Event
Date: Friday 19th February
Time: 6:00pm Until 9:00pm
Location: Victory Park
Free Family Games The first hundred meals are free
Volley Ball  Bocci  Foosball  Soccer  Kabaddi and others
Cultural Food Entertainment Games
Lucky Draw Prizes  Henna Painting and others
Morry 0419884678

Ethnic Council of Shepparton and District Inc.
Greater Shepparton

People Supporting Soup Kitchen
People Working for the Community
An election is to be conducted for members of the School Council of McGuire College. Nomination forms may be obtained from the school and must be lodged by **4.00 pm on Monday 22nd February 2016**.

The ballot will close at **4.00 pm on Friday 4th March, 2016**. Following the closing of nominations a list of the nominations received will be posted at the school. The terms of office, membership categories and number of positions in each membership category open for election are as follows –

<table>
<thead>
<tr>
<th>Membership category</th>
<th>Term of office</th>
<th>Number of positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent member</td>
<td>From the day after the date of the declaration of the poll in 2016 to and inclusive of the date of the declaration of the poll in 2018</td>
<td>3</td>
</tr>
<tr>
<td>DEECD employee member</td>
<td>From the day after the date of the declaration of the poll in 2016 to and inclusive of the date of the declaration of the poll in 2018</td>
<td>2</td>
</tr>
</tbody>
</table>

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

Brad Moyle
Principal
Information for Parents

What is a school council and what does it do?
All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the key directions of a school within statewide guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

Who is on the school council?
For most school councils, there are three possible categories of membership:

- A mandated elected Parent category - more than one-third of the total members must be from this category. Department of Education and Training (DET) employees can be Parent members at their child's school as long as they are not engaged in work at the school.
- A mandated elected DET employee category - members of this category may make up no more than one-third of the total membership of school council. The principal of the school is automatically one of these members.
- An optional Community member category - members are co-opted by a decision of the council because of their special skills, interests or experiences. DET employees are not eligible to be Community members.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

Why is Parent membership so important?
Parents on school councils provide important viewpoints and have valuable skills that can help shape the direction of the school. Those parents who become active on a school council find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

How can you become involved?
The most obvious way is to vote in the elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

- standing for election as a member of the school council
- encouraging another person to stand for election.

Do I need special experience to be on school council?
No. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

What do you need to do to stand for election?
The principal will issue a Notice of Election and Call for Nominations following the commencement of Term 1 each year. All school council elections must be completed by the end of March unless the usual time line has been varied by the Minister.

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent category.

DET employees whose child is enrolled in a school in which they are not engaged in work are eligible to nominate for parent membership of the school council at that school.

Once the nomination form is completed, return it to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt in the mail following the receipt of your completed nomination.

Generally, if there are more nominations received than there are vacancies on council, a ballot will be conducted during the two weeks after the call for nominations has closed.

Remember
- Ask at the school for help if you would like to stand for election and are not sure what to do
- Consider standing for election to council this year
- Be sure to vote in the elections.

Contact the principal for further information.
School Council Elections

Schedule 5A: Self-nomination Form for Parent Member Category

I wish to declare my candidacy for an elected position as a parent/guardian representative on the

................................................................. school council.

Name: ...........................................................................

Residential address: ...........................................................

Home telephone: ................................................................

Business telephone: ...........................................................

Email: ...............................................................................

I am the parent/guardian of .............................................., who is/are currently enrolled at this school.

I am an employee of the Department of Education and Early Childhood Development Yes / No (please circle)

I am prepared to serve as a Parent member of the above-named school council. I hereby declare that I am not an undischarged bankrupt and that I am not currently serving a sentence for an indictable offence.

Signature of Candidate ...........................................................

Date / / 

You will be notified when your nomination has been received.

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable).

You can access your personal information by contacting the principal on ..................................

You may choose not to give some or all of the information requested; however, your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.
School Council Elections

Schedule 5B: Nomination Form for Parent Member Category

I wish to nominate:

................................................................. for an elected position as a parent/guardian representative on the school council.

Name:

.................................................................

Residential address:

Home telephone: ........................................ Business telephone: ........................................

Email: .................................................................

I am the parent/guardian of ................................................................., who is/are currently enrolled at this school.

The person I have nominated is the parent/guardian of ................................................................. who is/are currently enrolled at this school.

The person I have nominated is an employee of the Department of Education and Early Childhood Development Yes / No (please circle)

Signature of Nominator ........................................ Date / /

CANDIDATE TO COMPLETE:

I accept the nomination and I am prepared to serve as a Parent member of the above-named school council. I hereby declare that I am not an undischarged bankrupt and that I am not currently serving a sentence for an indictable offence.

Signature of Candidate ........................................ Date / /

You will be notified when your nomination has been received.

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine the eligibility of a candidate and nominator. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll. Your name will be included in a list of school council candidates and nominators posted in a prominent position at the school and for candidates, on a ballot paper (where applicable).

You can access your personal information by contacting the principal on ____________________________.

You may choose not to give some or all of the information requested; however, your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.

Principals Guide to School Council Elections 2011 37
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>
<thead>
<tr>
<th>Child’s surname</th>
<th>Child’s first name</th>
<th>Student ID</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Year level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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: 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 (27 January 2016) or term two (11 April 2016).

Closing Date
Parents are encouraged to lodge the application form by 29 February 2016, so that payments can be made from March 2016. However schools can accept parent applications up until 03 June 2016.

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

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

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.

CSEF payments cannot be claimed retrospectively for prior years.

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