

WELCOME TO ALTONA COLLEGE



2019

BEGINNING OF YEAR

ADMIN HANDBOOK

YEAR 6



SCHOOL BELL TIMES

MORNING BELL	HOME GROUP	Session 1	Session 2	Recess	Session 3	Session 4	Lunch	Session 5	HOME TIME
8.57 Morning music	9.00 9.15	9.15 10.12	10.12 11.09	11.09 11.34	11.34 12.31	12.31 1.28	1.28 2.08	2.08 3.05	3.05

2019 VICTORIAN SCHOOL TERM DATES

TERM 1	TERM 2	TERM 3	TERM 4
29 th . January teachers commence 30 th . January students commence to 5 April	23 April to 28 June	15 July to 20 September	7 October to 20 December

IMPORTANT DATES TERM ONE

DATES TO REMEMBER	ITEMS TO REMEMBER
On or before 21 January 2019 ONLINE OFFICE WORKS ORDERS NEED TO BE COMPLETED	<ul style="list-style-type: none"> Place on line book pack order with Officeworks to receive books by school start date 30 January, 2019 www.officeworks.com.au/booklist Unique school code: dw00XY
LAPTOPS order on line ASAP	<ul style="list-style-type: none"> If you require a new laptop or are new to the school orders placed before end of year have a high chance of being delivered to the school first week back. Students will receive devices in the first few weeks of school.
Tuesday 29 th January 2019 FEE PAYMENTS TO BE MADE TO SCHOOL OFFICE 2-6pm	<ul style="list-style-type: none"> Fee payments due if you have not supplied credit card details you may call in or phone the office on 9250 8050 on this day to make payment for ebooks and charges if not already completed. Return CSEF forms with health care card if not already completed
Tuesday 29 th January 2019 Wednesday 30 th January 2019	<ul style="list-style-type: none"> Teachers begin curriculum day <u>Classes begin for all students</u> <u>Access to ebooks will not be available to students who have not paid school charges</u>
Tuesday 19 th . February 2019 PHOTO DAY	<ul style="list-style-type: none"> Photo day-photos are ordered on line. Information will be shared closer to the date
Monday 11 March 2019	<ul style="list-style-type: none"> Labour day – NO SCHOOL



YEAR SIX CHARGES 2019

Note: Stationery items are ordered separately from Officeworks
FEE PAYMENT ON OR BEFORE - 29 JANUARY, 2019

**PAYMENTS CAN BE MADE VIA CREDIT CARD ON FORM BELOW, AT THE OFFICE
ON THE 29 JANUARY OR VIA CREDIT CARD OVER THE PHONE 9250 8050 AT ANY
TIME, PAYMENTS DEDUCTED ON OR AFTER 29 JANUARY, 2019**

**Please return this form with credit card details any time before last day of
school or on 29 January, 2019**

Parent full name: _____ Parent mobile: _____

Student name: _____

ESSENTIAL EDUCATION ITEMS - items

• All art/craft supplies, Kitchen Garden	80.00
• Elearning software - Use of Mathletics, Spellodrome, Reading Eggs used at home and school	48.00
	TOTAL \$128.00

****As always families wishing to discuss payments please call Wendy Jennings on 9250 8050**

CREDIT CARD (please mark one)		<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER CARD
ACCOUNT NUMBER: _____			
EXP DATE: _____/_____		3 DIGIT SECURITY NO: _____ (LOCATED ON THE BACK OF CARD)	
CARD HOLDER NAME: _____ (Exactly as printed on card)			
BILLING ADDRESS: _____ _____ _____			
PHONE: () -		FAX: () -	
SIGNATURE: _____		DATE: _____	

2019 STATIONERY LISTS FROM OFFICEWORKS

YOU CAN ORDER ONLINE AT:

www.officeworks.com.au/booklists

Our school unique code is: dw00XY

-note the third number is zero not the letter O
and the fourth letter is capital O

Then you simply need to select your child's year level and place your order.

- You may order all items or some items, it is up to you.
- You may have the items delivered to your home free of charge or pick up from Altona North Officeworks.
- You can print the list off and take it to the store and ask them to fill it and pay in store as well.

School List Order Form

Altona P-9 College 103A Grieve Parade, Altona VIC 3018 Year 5 & 6 2019

Student name:

Email address:

Contact number:

Code	Description	Qty	Each	Total
3M10578594	Post-it Super Sticky Notes Rio De Janeiro 3 Pack	2	\$4.98	\$9.96
PA182101	Artline Smoove Ballpoint Pen Black	3	\$0.35	\$1.05
PA182102	Artline Smoove Ballpoint Pen Red	3	\$0.35	\$1.05
PA182103	Artline Smoove Ballpoint Pen Blue	6	\$0.35	\$2.10
SMPBBA464	Studymate Premium A4 Binder Book 64 Page	2	\$0.98	\$1.96
SMPBBA496	Studymate Premium A4 Binder Book 96 Page	8	\$1.19	\$9.52
AC1716601F	ColourHide My Trusty A4 Lecture Book 200 Page Blue	1	\$7.39	\$7.39
SM49641	Studymate Barrel 2 Hole Sharpener	1	\$1.98	\$1.98
SM388400	Large Eraser	2	\$0.38	\$0.76
SMJTCP123	Studymate Coloured Pencils 12 Pack	1	\$1.89	\$1.89
SM3500D	Studymate Glue Stick 35g	2	\$1.29	\$2.58
STM15E0302	Studymate A3 Visual Art Diary FSC 120 Page	1	\$8.98	\$8.98
AC201100E	Document Wallet Foolscap PP Hook and Loop Closure Orange	1	\$0.89	\$0.89
SMCG3	Studymate Soft Grip Scissors 5"/127mm	1	\$1.19	\$1.19
ES618HB	Columbia Cadet HB Hexagonal Lead Pencils 8 Pack	2	\$3.10	\$6.20

Ordering Options

Online

Avoid the rush! Shop your school supplies at
officeworks.com.au/booklists

Your unique school code is: dw00XY

In-store

Drop your school list off at your nearest Officeworks store and our friendly team will pick and pack your order, please allow up to 2 days for collection. Otherwise you can shop your school supplies directly in-store.

School List Order Form

Code	Description	Qty	Each	Total
UCOM115744	J.Burrows Whiteboard Markers Bullet Assorted 4 Pack	1	\$8.57	\$8.57
KEHIGH4PAS	Keji Highlighters Assorted 4 Pack	1	\$0.99	\$0.99
SMGDB10M96	Studymate Premium A4 Grid Book 10mm 96 Page	4	\$1.65	\$6.60
SM02850723	Studymate Twin Zip Pencil Case Blue Large Tartan	1	\$2.98	\$2.98
SMA4MB48	Studymate Premium A4 Music Book 48 Page	1	\$1.94	\$1.94
JBPRODBWE	J.Burrows A4 Presentation Display Book with 20 Pockets White	2	\$5.98	\$11.96
SM388530	Studymate Plastic Clear Ruler 30cm	1	\$0.49	\$0.49
SPRBNBA4	Spirax A4 Red and Black Notebook 200 Page	2	\$7.49	\$14.98
COOWSC3L19	Colplan Student A5 Week to View 2019 Diary Rainbow	1	\$2.48	\$2.48

Total: \$108.49

Booklist prices effective from 28/08/2018 to 01/03/2019



For in-store use

Ordering Options**Online**Avoid the rush, shop your school supplies at:
officeworks.com.au/booklists

Your unique school code is: dw00XY

In-store

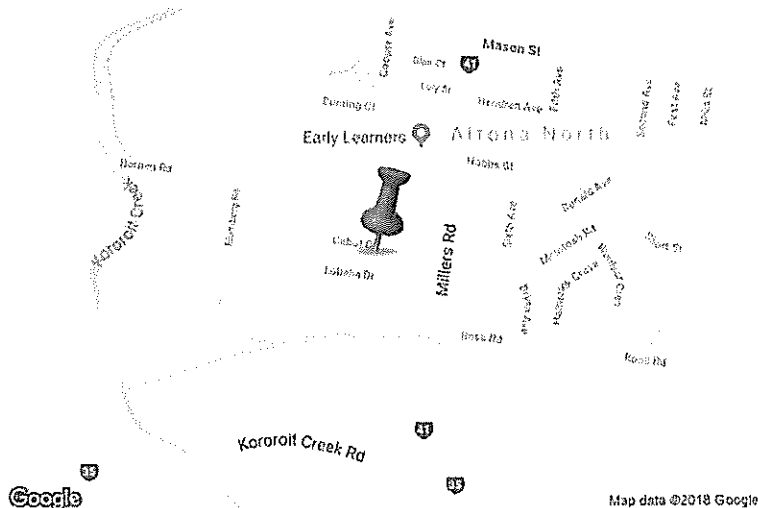
Drop your school list off at your nearest Officeworks store and our friendly team will pick and pack your order; please allow up to 2 days for collection. Otherwise you can shop your school supplies directly in-store.

School List Order Form

Your local Officeworks store is:

Altona North Officeworks

300-330 Millers Road, Altona North, VIC 3025 ☎ (03) 9392 6600



Opening Hours

Mon	7am - 9pm
Tue	7am - 9pm
Wed	7am - 9pm
Thu	7am - 9pm
Fri	7am - 9pm
Sat	8am - 7pm
Sun	9am - 7pm

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Ordering Options

Online

Avoid the rush, shop your school supplies at:
officeworks.com.au/booklists

Your unique school code is: **dw00XY**

In-store

Drop your school list off at your nearest Officeworks store and our friendly team will pick and pack your order, please allow up to 2 days for collection. Otherwise you can shop your school supplies directly in-store.



Altona College

2019 Student 1:1 Laptop Program

In 2019, students in Year 4-10 will require one of the carefully selected options for the 'Managed BYOD' program. The Lenovo 11e series selected meets the needs of our students, our teaching and learning philosophy and our college infrastructure.

JB HiFi's Education branch will handle the program with all business conducted directly with them. JB Education have developed a portal specifically for our college. Parents access this portal and place their order directly.

HOW TO ORDER...

- Visit the JB Education personalised portal for Altona College...
- www.jbeducation.com.au/byod
- Enter the school code...**ALT2019**



1. Select Laptop Program
2. Read payment options carefully, select device of choice
3. Select carry case (optional)
4. Select 3 Year warranty (Compulsory)
5. Select insurance option (Accidental Damage 3 years recommended)
6. Select 'School Pick Up' as delivery option (laptops are delivered to college).
7. Select Payment Option (Pay Upfront & Once Credit cheapest options)

KEY INFO: Last payment for January delivery is required by January 4th.

PLEASE NOTE: *The initial setting up of your laptop (connection to Wi-Fi) will occur by our computer technicians here at the college. Laptops will be delivered to students during the first week of classes for 2019.*



School profile statement

At Altona P-9 College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- conduct an annual start-up program that promotes safe and responsible online use.
- incorporate online safety activities through the positive leadership curriculum.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - Bullystoppers Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)



Student declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

In addition, when I am permitted to use my personal mobile devices (including my phone with explicit teacher permission) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices in my locker during school hours (except for when explicit permission is given by the supervising teacher).
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.



1-to-1 Managed BYOD

Preamble

- The College acknowledges that this policy and practice must be compliant with DET guidelines and aligns with the principles of the *Parent Payments Policy* and the *Personal Devices – Parent Payments & Access Policy*.
- Where families have difficulty providing or paying for essential student learning items, as determined by the College, the Principal will support parents to make an appointment with the nominated Parent Payment Contact Person (email address and phone number provided) to discuss with them alternative payment methods and the range of support options that may be available for this program.

Ownership

- The device is purchased from the college's Managed BYOD program for Years 4-9 students, using the selected preferred supplier JB Education.
- The device is purchased as part of a bundle that also includes pre-loaded school specific software and DET image, compulsory warranty, and insurance and accessory options.
- The device is owned by the parents/student but is made available for use as part of the colleges' learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- Necessary software will be pre-loaded when laptops are purchased through the college's designated supplier. This includes access to the DET eduStar image www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx. There is no cost for this access.
- The school will advise when new software or applications need to be purchased for installation.

School support

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues (building/maintaining images for non-school specified machines).
- hardware issues.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered by insurance, so that it can be replaced if lost or damaged and student learning is not interrupted. (Options are available via the portal at time of purchase or through private insurance arrangements).
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

1-to-1 school-owned devices

Ownership

- The school retains ownership of any non-personal device used by students who have not purchased their own device.
- These devices are not to be taken home by students.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private. Students that have not purchased their own device may be required to use a range of devices for classroom use where necessary.
- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.
- It may be possible for devices not purchased directly through the Altona P-9 College designated provider to be used if they meet the *minimum* specifications outlined here. (4GB Ram SSD Drive, Intel Celron 1.60ghz Processor). Limited technical support is possible for these devices.
-

User responsibilities

Students are responsible for:

- ensuring device is stored away safely and charging at the end of every school day.
- backing up data securely on school network drive.
- adhering to this Acceptable Use Agreement when using the machine at school, including during lunchtime or when not in the classroom.



Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups such (Google Classroom).
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

School name: Altona P-9 College

School contact name: _____

School contact no.: 03 9250 8050

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)

Student Agreement

Student Agreement

Julie Krause

(Principal)

acknowledges the commitment of

(student)

to being a polite, safe and responsible user of
digital technologies.

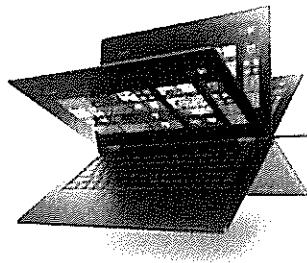
As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.



Student's signature

Teacher/Principal's signature

Date



GOOGLE APPS FOR EDUCATION- PRIVACY INFORMATION

Altona P-9 College uses Google Apps for Education (also known as G-Suite for Education) in the classroom as part of our teaching and learning program. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services:

Google Apps for Education ('online services')

1. Classroom	6. Sheets
2. Gmail	7. Slides
3. Drive	8. Sites
4. Calendar	9. Hangouts
5. Docs	10. Groups

Additional Google apps 'online services' may be added by our school to further support teaching and learning

Terms and conditions

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

http://www.google.com/apps/intl/en-in/terms/education_terms.html

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

Google access to specific personal information about your child

To enable your child to sign-on and access these online services as part of our schools teaching and learning program, Google require access to your child's Department of Education & Training username, first and last name, year level and school.

You may request that our school not provide this information to Google, and opt-out your child from using Google Apps. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001 (Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

The Google Apps for Education Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and a nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into Google Apps for Education.

Student responsibilities when using online services

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

Purpose of this Privacy Information and opt-out form

The purpose of this Privacy Information and opt-out form is to set out Privacy Information related to Google Apps for Education, and explain:

- you are able to opt-out your child from using the service at any time by written notification to the school.
- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

Should you wish to opt-out your child from using Google Apps for Education, please complete and return the slip provided at the back of this form. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

GOOGLE APPS FOR EDUCATION - OPT-OUT FORM

I wish to ***opt-out*** my child, Year
from using Google Apps for Education. As a result, I understand my child will not have access to the
online services and alternate arrangements for allocating work will be made.

Parent / Guardian Signature

Parent / Guardian Name

Date



Dear families,

Altona College has a Managed Bring Your Own Device (BYOD) program from students in Years 4-10.

We currently have a contract with JB Education to supply to devices to our students. Our college website <http://www.altonap9college.vic.edu.au> contains a link for families to access the JB Education portal where purchases can be made. Alternatively you can access the portal directly using <https://www.jbeducation.com.au/byod>.

To access this portal you will need the Altona College code: **ALT2019**

Together with JB Education, we have nominated 3 durable Lenovo 11.6 inch devices that are suitable for use at our college. All purchased devices will be delivered to the college and include the digital image specific to the college requirements. Students in Years 7-10 will have their Pearson digital eBooks built into the image for immediate use in 2019.

Our IT team is familiar with each of these devices and can assess them for technical issues if they occur.

Altona College recommends that families opt for one of the 3 Year warranty options, as despite the units being very durable, if specialist technical assistance is required, JB education will send a technician out to the college within 48 hours to fix the device.

When purchasing, Altona College recommends families purchase the listed carry case to protect the device from the rigours of student use. A portable hard drive is an optional extra. There are also three Insurance options available for families and we encourage this also.

A list of frequently asked questions is available on the college website (Click on the read more button when viewing the laptop information in 'Recent News') or use the following link:
<http://www.altonap9college.vic.edu.au/articles/104>

Please see the reverse side of this letter for the 2019 BYOD flyer.

If you have any further questions regarding this process, please don't hesitate to contact the college.

Mathew Kelly / Assistant Principal (P-6)

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: 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 (29 January 2018) or term two (16 April 2018).

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

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 2018 closes on 29 June, 2018.

CSEF payments cannot be claimed retrospectively for prior years.

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