



CAMPS, SPORT & EXCURSION FUND POLICY

Rationale:

Funding of \$225.00 per eligible Secondary student and \$125.00 per eligible Primary student has been allocated per year to schools for and Camps, Sporting Activities or Excursions– Parents/Carers who hold a valid means tested concession card will be eligible.

Aims:

For students to increase access and exposure to a broad range of curriculum and educational activities beyond the classroom.

Implementation:

Use of Funds

- Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student.
- Schools will communicate with eligible parents/guardians to advise how the school has allocated the CSEF payment for the benefit of the eligible student.

School Determined Allocations of Funds

- The school will manage this process through the Finance Sub-Committee of School Council
- Input will be sought from:
 - Business Manager
 - Leadership Team
 - Wellbeing Staff
 - House Groups Mentors
 - Parents

Priorities

- The Mortlake College Committee Finance will determine priority funded activities using the following criteria as a guide
- In the event:
 - Whole school (Assists the whole school in realising the Vision and Values)
 - Core Subjects related activities/excursions
 - Elective related activities/excursions
 - Co-Curricular Activities/Camp/Activities
 - Overseas Trips
 - Social Activities
- Funding is received on a Financial year basis Parent/Carers will confirm their eligibility to receive CSEF funding on an annual basis

Remaining Funds

- Any remaining portion of the CSEF not expended by the end of the school year will be carried forward and used towards the following years camps, sports and excursions expenses for the eligible child. This credit is not to be used for other siblings until the eligible student has left the State Education System

In the event of Students changing schools

- Any outstanding excursions or activities on the student's account must be finalised prior to any credit being passed on to another school. This will be arranged between the schools involved.
- The student transfers to another Victorian school, the default position is that the value of any unspent portion of the CSEF should follow to the students new school, so that the student has access to the full value of the payment. The outstanding funds will be identified through the Family Statement

Students leaving the school system

- If the student leaves the Victorian school system, the CSEF payment will remain with the school and may be used towards the expenses for other family members.
- If the student has no siblings the remainder of the funds will be used on school-incurred costs associated with operating camps, sports or excursions activities for students in need.

Refund/Recredit

- Mortlake College will refer to the current Refund Policy

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or earlier if required.

This policy was last ratified by School Council in....	September 2018
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