



SCHOOL NEWSLETTER

18th February 2022



Email: cranbourne.east.ps@education.vic.gov.au

Website: www.cranbourneeastps.vic.edu.au

Coming Events - Also on Compass

February	March
Wednesday 23 rd – Parent Teacher Conferences 3.30pm – 6.30pm Thursday 24 th – Year 3 & Year 4 Athletics at Casey Fields Friday 25 th – Year 5 & Year 6 Athletics at Casey Fields	Thursday 3 rd – Parent Teacher Conferences 3.30pm – 6.30pm Monday 14 th – Labour Day Public Holiday – School Closed Thursday 17 th - Whole School Photos Friday 18 th - Whole School Photos
As part of the School SunSmart Policy and Student Dress Code Policy school approved Hats are to be worn on the way to and from school, during the recess and lunch breaks and during outdoor lessons	

Principal's Report

School Council Elections 2022

Notice of Election and Call for nominations

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 broad direction of a school, in accordance with Ministerial Order 1280 Constitution of Government School Councils, and the Education and Training Reform Act 2006. In doing this, a school council may directly influence the quality of education for students.

Who is on the school council?

For most primary school councils, there are several possible electorates of membership:

- **A mandated elected parent electorate category** – more than one-third of the total members must be from this category. Department employees can be parent members at their child's school providing that they are not engaged in work at the school.
- **A mandated elected school employee electorate category** – members of this category make up no more than one-third of membership. 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 experience. Department 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 and a range of experiences and knowledge that can help inform and shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

Do I need special experience to be on school council?

Each member brings their own valuable skills and knowledge to the role, however, in order to successfully perform their duties, councillors may need to gain some new skills and knowledge.

It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

Code of conduct for school councillors

School councils in Victoria are public entities as defined by the *Public Administration Act 2004*.

School councillors must comply with the Code of Conduct for Directors of Victorian Public Entities issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- **act with honesty and integrity** – be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty
- **act in good faith in the best interests of the school** – work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds
- **act fairly and impartially** – consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest
- **use information appropriately** – respect confidentiality and use information for the purpose for which it was made available
- **exercise due care, diligence and skill** – accept responsibility for decisions and do what is best for the school
- **use the position appropriately** – not use the position as a councillor to gain an advantage
- **act in a financially responsible manner** – observe all the above principles when making financial decisions
- **comply with relevant legislation and policies** – know what legislation and policies are relevant for which decisions and obey the law
- **demonstrate leadership and stewardship** – set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable.

Indemnity for school council members

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

- a. the exercise of a power or the performance of a function of a councillor, or
- b. the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.

How can you become involved?

By participating in, and voting in the school council 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.

In view of this, you might consider:

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

A school council must meet at least eight times a year, and at least once per school term. It is good practice to have two meetings per term.

What do you need to do to stand for election?

The principal will issue a Notice of Election and Call for nominations in Term 1 of each year. Council elections must be completed by 31 March, unless varied by the Minister for Education.

If you stand for election, you can arrange for someone to nominate you as a candidate or, you can nominate yourself in the parent member category. You can only be nominated by another member of the same electorate that you are eligible for (e.g. a member of the parent electorate may only nominate another parent of that electorate)

Department employees with a child enrolled at a school where they are not engaged in work, are eligible to nominate for parent membership at that school.

Return your completed nomination form to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt via post, email or by hand delivery.

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

Remember

- Consider standing for election to school council.
- Ask the principal for instructions if you are not sure what to do.
- Be sure to vote if the election goes to ballot.
- Contact the principal if you are unsure about what is required at any stage of the election process.

MEMBERSHIP CATEGORY	NUMBER OF POSITIONS
Parent electorate category	4
School employee electorate category	2

School council Nomination Forms are available from the school administration office.

School Council Meeting Report 16 February 2022

Following the meeting of School Council on Wednesday 16 February the following report is provided to the school community:

The President, Roz Coles opened the meeting with the Acknowledgement to Country. There was no declaration of a conflict of interest by any member of the council, no matters relating to occupational Health and Safety or matters affecting the Child Safe Standards to report. The minutes of the previous meeting, 8 December 2021 were read and accepted as a true and accurate record of the meeting.

On behalf of the Finance Committee, the Business Manager Martina Owen presented the Finance Report for the months of December 2021 and January 2022. The Finance Reports were discussed and approved.

The Principal's Report was presented and accepted. The Fundraising Committee Report was presented with an item of interest being the Movie Night scheduled for early Term 1, 2022.

General business included:

- Approving the Parent Helpers Register.
- School Council approved the shade sail quote from Shade Wise and discussed the project as a self-managed school project at a cost of \$25 000.00. The shade sail project is funded from the shade sails

grant Initiative and will be used to build a shade sail over the picnic tables area next to the basketball courts.

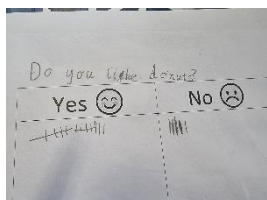
- School Council approved the following dates for 2022 school camps:
 - Year 3: The Briars Mount Martha: 12th - 14th & 14th – 16th September 2022
 - Year 4 City Camp- Melbourne CBD: 30th May – 1st June 2022
 - Year 5 Phillip Island CYC: 11th – 13th July & 25th – 27th July 2022
 - Year 6 Woorabinda Yallourn: 18th – 22nd July & 8th – 12th August 2022
- The School Council were notified the 2022 Emergency Management Plan, Evacuation Plan and Lockdown Plan have been updated (an Evacuation rehearsal and Lockdown rehearsal have been successfully conducted during the week).
- School Council approved the end of term early dismissal time of 2:30pm and end of year early dismissal time of 1:30pm.
- The Principal presented the 2022 Annual Implementation Plan which was then ratified by School Council. The 2022 Annual Implementation Plan is to be posted on the school website.

The meeting of the School Council was closed at 8:35pm.

Around the Grounds at CEPS

Foundation

This week in Foundation students have been focusing on sharing, taking turns and using manners through our discovery Learning program. In Reading students have been learning independent and buddy reading and what this looks like in our learning spaces, as well as reading behaviours such as reading from the front to the back of a text, identifying where we start reading and reading in the correct order. In Writing students have been practising to draw a picture of something they have done and in Handwriting have focused on the grapheme 's'. Numeracy this week has been all about Data. Students have been asking questions to collect information, answering questions using 'yes' and 'no' as well as creating a class picture graph to show all of our eye colours.



Year 1

In Year 1, students have started their regular specialist classes, library, The Resilience Project, Respectful Relationships and Oral Language. In Reading, students have been making predictions about the beginning, middle and end of a story. It



would be great if you could practice this at home with your child's take-home reader and library book. In Writing, students have been practicing writing full sentences with a capital letter and full stop. In Maths, students have been surveying others, collecting data and presenting this data in a picture graph.

Year 2

During the first few weeks of Term 1, Year 2 students have been focussed on settling in and learning the routines of their new learning spaces. It has been terrific to see the enthusiasm shown by the students towards their learning.

In Reading we have looked at connecting with the text and worked on improving our reading stamina. For Writing we have concentrated on constructing sentences and the various types of words and punctuation needed to create sentences. In Maths, we have looked at collecting and displaying data particularly creating a class graph showing the number of siblings students have. This week we will be introducing our MAPPEN unit of Growing Older and Wiser as well as our Respectful Relationships and Resilience Project programs. We are looking forward to a fabulous year ahead in Year 2.



Year 3

The Year 3 students have had an amazing start to Term 1. They have settled well into school routines and expectations. In Reading, students have been looking at making reasonable predictions before, during and after reading a text. We have also been looking at making text-to-self connections to books that we are reading. In Writing, students have been focusing on structuring sentences correctly. Students have explored the topics of Data and Place Value in Maths and have learnt about collecting data as well as the value of numbers. In Inquiry, students have begun to learn about the First Fleet and how Europeans came to Australia. Well done students on your wonderful start to the school year. Keep up your fantastic work!

Year 4

Year 4 students have made an excellent start to the school year. It was great to see all of the Year 4 students participate in Tabloid Sports day. The students' favourite activities were Tug of War, Naughts and Crosses and Everyone Is It!

Year 5

The students in Year 5 have had a great start to the year. We have been exploring the topic of data in Numeracy, with students developing their own topic, collecting information and organising it into tally marks, tables and graphs. In reading the students have enjoyed making predictions about fiction and non-fiction texts utilising their prior knowledge and text clues. The students have had a flying start to writing with students producing well thought out and entertaining pieces.

Year 6



The Year 6 students have begun Term 1 positively and enthusiastically. They have settled into school routines and are incredibly eager for what is in store for the year ahead. We have been currently exploring language features during our Reading and Writing sessions and, from that, have produced many impressive writing pieces! It has also been fantastic to see the numeracy work produced by the students on the topics data and place value. This term, our MAPPEN sessions are based around the topic, 'Ethics and Emotions', which will allow students to develop a range of strategies that support their sense of self-worth and well-being.

We are all very proud of the Year 6 students with how they have started off Term 1 and look forward to the amazing effort continuing through the year!

Visual Arts & Digi Tech

It has been absolutely wonderful to see the great enthusiasm of our returning students this year, as well as meeting our new Foundation classes. I am really looking forward to teaching Art and DigiTech at CEPS this year and we have had a fantastic start with all of the classes!

Auslan

This week has been fantastic!
The Foundation and Year 1 students have learnt about the Deaf Culture and greetings.
It has been a fun and exciting start for the Year 2 to Year 6 students. Students have been learning a variety of new signs including summer holiday.
By conversing with their peers, students develop both their expressive and receptive skills.
Happy Signing!

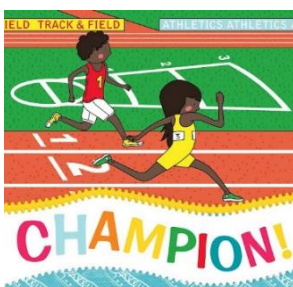
PE

Athletics Day Preparations

During Physical Education classes Year 3 to Year 6 students have been busy participating in athletic events in preparation for our upcoming Athletics Carnivals. In class time students have had time to practice and perfect their Long Jump, Triple Jump, Shot Put, Discus and running techniques. The PE department can't wait to see everyone at Casey Fields Athletics Track for an action packed and super fun day.

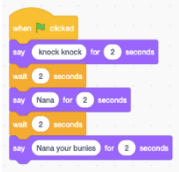
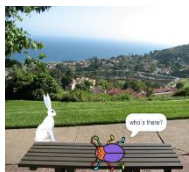
Don't forget to wear your house colours.

Year 3 and 4 Athletics Carnival will be held on Thursday 24th February, with the Year 5 and 6 Athletics Carnival being Friday 25th of February.



Digital Technologies

Miss Budden has been very impressed by the coding skills the Year 3 students have brought into DigiTech this year. Students have been using CS First and Scratch to code animations including 'Knock, Knock Jokes'.



Our year 4 students have been collecting data about how they use devices at home. We have had some fantastic discussion about how to self-monitor device use including not storing devices in bedrooms overnight and turning notifications off to focus on homework and family time.

Art

During Start Up week all students from Foundation to Year 6 looked at portraits by famous artists then made their own Portrait Paddle Puppet. They were



encouraged to express themselves creatively using a variety of materials.

Students have now started projects which will take a few weeks to complete, looking at shape, line, pattern and composition and using various

techniques to create their work. The students are looking forward to displaying their completed artwork around the school in the weeks to come.



Science

In Science over the last two weeks students have been highly engaged exploring the world around them. Foundation have been focusing on teamwork skills, while participating in bubble making. They also worked with Knex to learn how to push, pull and twist. Year 1 and 2 students have been working on being safe in Science and following instructions, while making playdough. Year 3 and 4 students have researched animal habitats and life cycles. Year 5 and 6 students have been experimenting with electrical circuits and discovering how and why they work. All students have been following the structured roles of Speaker, Director and Manger during their Science session to encourage collaborative learning.

Performing Arts

In Performing Arts, we have been covering the basics of rhythm. We have been playing untuned instruments including rhythm sticks, tambourines, bells, triangles and cowbells. Junior students have been singing and dancing along to some simple songs and also clapping rhythms.



Library

Borrowing has now commenced for Term 1.

Foundation to Year 5 students may borrow 1 item, for 14 days. Year 6 may borrow 2 items, for 14 days.

A reminder that Casey Library is located just 5 minutes from CEPS and is a great supplement to our collection.

There will be eight Book Club catalogues this year, Issue 1 has closed, and books will arrive and be delivered to classes in the next few weeks. A reminder that the front office will not accept cash, all orders must be made via Scholastic's online ordering system, LOOP.



Book care: All students are required to bring a Library bag for carrying library books to and from school, this need not be a special bag.

Please make sure books are cared for while on loan. If anything should happen to a book, please have your child return the book as soon as possible, we can often fix most books if these are returned immediately.

If you student has an overdue library book borrowing will be paused until the book is returned. Please notify of any lost books immediately via Cranbourne.east.ps@education.vic.gov.au, subject "Lost library book"

Happy Reading in 2022!

Mrs Curran

Wellbeing

Safe Around Schools

Safe Around Schools encourage all families to watch this link focussing on safety around School Crossings.

Please watch this short video. Click this link : <https://youtu.be/wJqlvv3NIPI>

Shining Stars

YEAR	SHINING STAR	AWARD
PE Mr Shaw	Farrah-Bella M 5T	For working hard to improve her long and triple jump technique in PE. Well done, Farrah-Bella, keep up the excellent work!
PE Mrs Holmquest	Hania B 1D	For being a caring class member and offering to look after a new student.
PE Mrs Ellis	Alexandria K 4X	For showing outstanding initiative and helping her classmates out with shot put and discus.
Mrs Taktikos Science	Emily B 3M	For her accurate explanation of what is a lifecycle and detailed diagram.
Visual Art Mrs Taktikos	Sana N 2S	For sketching many creative shapes and patterns in her James Razzi pop artwork of a building.
Mr Ewan Visual Art	Harry D 6B	For your great effort and enthusiasm, as well as helping others during DigiTech. Keep it up!
Ms Budden Digi Tech	Kira P 3H	For her fantastic exploration of the features of Scratch when creating a 'knock knock joke' animation.
Mrs Purvis Visual Art	Elina Z Prep B	For following my instructions so well when creating her 'Kandinsky' inspired artwork, 'Circles'.
Performing Arts Mr Caddy	Sandaki A 6H	For being helpful and enthusiastic in the Performing Arts classroom.
Performing Arts Mrs Spillane	Myah M 4Y	For leading her group to clap out a familiar song rhythm.
Auslan Mrs Juers	Mahir P 2N	For making a great start to his Auslan in 2022.
Mrs Wickramasinghe	Amelia F 4L	For being a good friend to everyone around during lunch break. Well done!
Mrs Beck	Maria S G 4L	For helping other students in the classroom. Great work, Maria!
Mrs Price	Maraki M Prep D	For listening to his teachers and following instructions. Great job, Maraki!
Mrs Silva	Roger A 3N	For an amazing effort with his reading well done Roger!
Mr Smith	Athena N 5P	For a fantastic job with her graphs on Maths. Awesome work!
Mrs Sathiyamurugan	Maisam R 5H	For actively participating in class discussions. Keep up the great work!
Mrs Bhasin	Triyan R 4K	For settling in so quickly and following instructions. Well done!
Mrs Perera	Mehreen K 3N	For being a kind and helpful friend to her peers. Keep it up Mehreen.
Mrs Premaratne	Angela V 3B	For being very interactive in classroom activities. Well done, Angela!
Mrs Stanley	Shaun D 2B	For your beautiful and detailed colouring work. Well done!
Mrs Hateley	Nelly J Prep W	For always coming to class ready to learn and participate. Awesome work, Nelly!
Library	1D and 1N	For learning how to use Shelf Markers. Fantastic!

Shining Stars

YEAR	SHINING STAR	AWARD	YEAR	SHINING STAR	AWARD
Prep	Savreen K	For doing some great counting during Maths. Well done!	Year 4	Liam M	For settling in well at CEPS.
	Darcy G	For always showing great listening in the learning space. Great job, Darcy!		Bhavjot S	For your amazing efforts in our Maths sessions. Well done, Bhavjot!
	Nadeem S	For always willingly cleaning up the classroom and helping his peers. Great work, Nadeem!		Tyler B	For making contributions to classroom discussions and asking for help when needed. Keep it up Tyler!
	Arin K	For always listening and contributing to class discussions. Well done!		Sahiru A	For making a great effort in all of his learning tasks and listening to others. Great work, Sahiru!
	Nelly J	For a fantastic job during Mindfulness, helping your body and mind relax and prepare for learning!		Tirah I	For making our first week in the learning space enjoyable with her sunny disposition and cheerful mood.
	Adel U	For always putting his hand up and contributing his amazing ideas. Well done!		Garang G	For putting in his best effort when completing his work and while listening on the mat.
	Lokkenghjiny A	For asking great questions to her peers and our Maths Data sessions. Well done!		Alize D	For a positive start to Year 4 and demonstrating a 'have a go' attitude when completing tasks. Keep up the great work!
Year 1	Benson C	For showing the school values and being a great friend.	Year 5	Dhairya P	For making an excellent start on your Information Report on crows. Keep up the great writing!
	Siraj S	For an amazing effort with his Maths. Well done, Siraj!		Caasi H	For having a positive and enthusiastic attitude towards her learning.
	Aarush M	For a fantastic start to Year 1 and settling in well to CEPS. Well done!		Taman K	For settling into Cranborne East Primary School with a positive attitude.
	Hania B	For being a wonderful and kind friend to our new student. Thank you for making her feel so welcome.		Aradana S K	For doing your best work across all subjects and setting a good example for other students in the classroom. Well done!
	Harper H	For being an absolute data superstar in our Maths lessons. Well done!		Margie S	For always coming to classes prepared and being polite to her teachers and classmates.
	Gurnoor M	For creating some fantastic sentences in Writing. Well done!		Arya P	For being a kind and helpful member of 5LH learning space, displaying the 5R's.
	Caitlin K	For using her initiative to help others.		Ambar K	For coming to school with a positive attitude and always lending a helping hand!
Year 2	Shaun D	For joining in all activities and trying new things!	Year 6	Harsh P	For contributing excellent ideas to group discussions.
	Abigail F	For her positive attitude to try new things and her willingness to help others.		Lina F	For enthusiasm and great effort in all her work!
	Mahir P	For writing some very creative sentences in our Writing tasks. Well done, Mahir!		Shaan A	For writing a descriptive and engaging writing piece that included language features. Keep up the great effort, Shaan!
	Riya S	For having the confidence to ask for help when she needs and having a go at everything.		Freya B	For being kind and using your manners at all times, when communicating with peers and teachers.
	Nive F	For keenly contributing to classroom discussions. Well done, Nive!		Arash A	For using a range of language features when writing about a setting this week. Keep up the fantastic work, Arash!
	Madelyn D	For settling in so well and confidently contributing to whole class discussions.		Wyatt M	For using his initiative and performing his class jobs with enthusiasm, responsibility and respect. Well done, Wyatt!
Year 3	Rayne H	For his wonderful effort with his sentence starters in writing his week.		Goal L	For always contributing to our class discussions. Well done, Goal!

Haider A	For his politeness and always being focused on his learning tasks. Well done!	Ruchika K	For demonstrating the 5Rs in areas of your schooling. Keep up the great work!
Mustafa S	For fantastic listening in class and following instructions quickly.	Ritwik K	For his awesome work in using descriptive language to make an engaging writing piece. Well done!
Mohamed E	For being a very respectful and helpful member of our class.	Sam P	For insightful contributions during our learning. Well done!
Analine S	For always being a helpful student. Keep it up Analine	Iksha S	For completing fantastic narrative writing. Great work, Iksha!
Danielson M	For his great during Reading sessions. Well done!		
Devika I	For her positive and cheery attitude to all areas of learning.		

STUDENT AND STAFF BIRTHDAYS THIS WEEK

Benyamin A	Prep A	Kayhan J	3H
Mehran B	Prep A	Max M	3H
Ephriam F	Prep B	Gurman S	3K
Gareth C S	Prep B	Izna M	3M
Samira A	Prep D	Teina I	4A
Omid R	Prep N	Divjot A	4A
Willow C	Prep W	Arya S	4K
Tyrus E	1A	Dylan C	4L
Iyani O	1G	Samim N	4W
Jake L	1L	Johnathan F	5K
Anjith D D	2B	Jaswant P	5L
Seerat B	2B	Nikeesha P	5L
Lina W	2N	Natarsha P	5P
Nargis N	2S	Blair J	6A
		Aryan K	6B
		Indi A	6S

*Happy birthday
to you...*

Mr Shaw
Mrs Massa





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Pop Up Clinic at Cranbourne East Primary School

**Get yourself or your children vaccinated against COVID-19 at Cranbourne East Primary School
Sunday 20 February 2022
10:00am – 1:00pm**

Cranbourne East Primary School has partnered with Lilydale Doctors to host a mini pop up COVID-19 vaccination clinic as well as providing booster doses for adults.

You and your family can get vaccinated in a safe, familiar and welcoming environment.

The mini pop up clinic is to be held in the school **Gym**.

Families are invited to enter the car park entrance gates located on
Stately Drive.

‘Walk Ins’ Welcome.

Medical staff and experienced immunisers will be on hand to make your child’s and your vaccination a positive, comfortable experience.

Getting kids vaccinated against COVID-19 does more than protect them from serious illness. It helps protect their parents and carers, their friends, the school and our community.

This clinic is accessible to people with disabilities.

This information is collected and will be managed in accordance with the school’s privacy policy.

Privacy Collection Notice

Information for students, parents and carers

The Department of Education and Training (the Department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the [Schools' Privacy Policy](#). This notice explains how the Department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the Department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, our schools rely on parents to provide **health information** about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our schools also require current, relevant information about all **parents and carers** so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the [School Entrance Health Questionnaire](#) (SEHQ) and the [Early Childhood Intervention Service](#) (ECIS) Transition Form.

The **Enrolment Form** is used to collect information that is essential for the purposes listed above, and requests information such as:

- **Emergency contacts** – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being provided to the school and that they understand their details may be disclosed by the Department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.
- **Student background information** – Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to schools. The Department also uses this information to

plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

- **Immunisation status** – This assists schools to manage health risks and legal obligations. The Department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status** – This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

When schools use these online tools, they take steps to ensure that student information is secure. If parents or carers have any concerns about the use of these online tools, please contact the school.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the Department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and Department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: [Enrolment: Student transfers between schools](#)

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a [Freedom of Information](#) (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the Department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: [Schools' Privacy Policy](#)

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 while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

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

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

The annual CSEF amount per student is:

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

MORE INFORMATION

For more information about CSEF visit:
<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

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

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

- **new student enrolments;** your child has started or changed schools this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

Cranbourne East Primary School	5518
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School Name

School REF ID

Parent/carer details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent under a temporary care order* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration? Yes No

Student details

Student's surname	Student'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 Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH 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 DFFH 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 DFFH 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 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
 - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent, and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

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 the above.

Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer's concession card being successfully validated with Centrelink on the first day of either term one (28 January 2022) or term two (26 April 2022).

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/about/programs/Pages/csef.aspx

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/carers 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/CARER 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.
If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.
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 2022 closes on the 26 June 2022.