

SCHOOL NEWSLETTER

16th February 2024



Cranbourne East Primary School



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

Website: www.cranbourneeastps.vic.edu.au

Coming Events - Also posted on Compass

February	March
Monday 19 th – Hearing Children Read Parent Information session, 2:30pm Cranbourne East Secondary Theatre	Monday 4 th – Whole School Cross Country
Wednesday 21 st – Parent Teacher Conferences 3:30pm to 6:30pm	Tuesday 5 th - Student Free Curriculum Day No Students at School

School Council Elections 2024

The annual School Council Elections process has now begun. Please read the attached documents carefully:

- Notice of Elections and Call for Nominations
- School Council Elections 2024

Should you be interested in submitting a nomination, all forms must be lodged no later than **4pm on Friday 23rd February 2024.**

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 directions 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 is able to directly influence the quality of education for students.

Who is on the school council?

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

- **A mandated elected parent member category** – more than one third of the total members must be from this category according to Ministerial Order 1280. 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 member category** – members of this category may 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.
- A small number of school councils have nominee members.

For all schools with a Year 7 and above cohort, there is an additional category of membership:

- **A mandated elected student member category, two positions.**

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.

What commitment is needed?

Due to meeting requirements, it is essential that you are available to attend School Council Meetings twice per term. These meetings are held at the school on a Wednesday evening. We require a minimum attendance by parent members for each meeting. If this attendance is not met, the meeting cannot proceed which may jeopardise the school’s ability to meet the mandatory number of meetings per year. **Please ensure you can meet this commitment when considering your nomination.**

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 in itself 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 share the school’s future.

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

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 the council or others as a result of reasonable actions taken in good faith.

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 category that you are eligible for (eg. 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.

IT'S NOT OK TO BE AWAY

The importance of being at school every day and being on time for school each day is important to help students succeed in education and to ensure they do not fall behind both socially and developmentally. School helps your child learn new things and how to get along with others.

We know that there will be times that your child will be absent due to illness or appointments, Parents are encouraged to openly communicate with the school and provide a valid explanation for any absence by logging onto Compass or by calling the school.



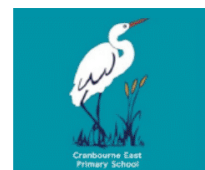
A child missing one day a fortnight will miss four weeks in a year, and more than a year of school by Year 10.

If you are not at school, you miss out on all the big stuff like class discussions and all the interaction that happens in a classroom, you miss the chance to get help from teachers and the opportunity to practice skills and gain knowledge.

If all of that isn't enough to convince you to be at school every day, being away also means you also miss out on playing with your friends.

Sometimes it can be hard to go to school and there may be many reasons you feel this way. Whatever the situation is, staying away from school isn't the answer. Everyone cares for our students at CEPS, there are lots of people who want to help, try talking to:

- Your mum or dad
- A teacher
- Welfare team
- Leadership team





Cranbourne East Primary School

is proud to present
a FREE community event.

Supporting Resilience in Children

A presentation from two of Australia's most highly regarded Children's Psychologists.

+ an opportunity for Q+A.



Dr Michael Carr-Gregg

As seen on the top-rated Morning Show on 3AW with Neil Mitchell



Dr Justin Coulson

As seen on Channel Nine's Parental Guidance



Scan QR code or click the link [HERE](#) for tickets

Thursday 7th March 2024

6:00pm-8:30pm

Location: Cranbourne Community Theatre
Brunt Street, Cranbourne 3977

Join us from 5:00pm for coffee and an opportunity to meet our local wellbeing supports.

*Please note this is an **adult only** event.*

**For more information please contact:
David Muzyk or Jenni Kelly
PH: 5990 0400**

This event cannot be live streamed



Communities for Children is an initiative supported by the Australian Government



School Cross Country Fun Run

Monday 4th March 2024

As a part of our School Physical Education program we are running a whole school Cross Country fun run.

All students will have the opportunity to participate in the fun run with their peers in a safe and fun environment. The fun run will be held across the school and hunt club oval for Years 3-6 and our school oval for Foundation to Year 2. There will be teachers stationed throughout the course so students will be seen at all times. Students will race in their age groups.

- Students who are 9 and 10 will race from 9.15am
- Students who are 11 or turn 11 this year will race from 9.45am
- Students who are 12 or turning 12 this year will race from 10.15am
- Students from Prep - Year 2 will be running with students in their year level after recess:
 - Year 2 – From 11.30am
 - Year 1 – From 11.45am
 - Foundation – From 12pm



All students are required to wear appropriate clothing (shorts, T-shirt, jumper, tracksuit pants) and footwear (runners) to school that day and are encouraged to dress up in their house colours:

- Lyall-White
- Donnelly-Navy Blue
- Hudson-Teal
- Ruffy-Orange

Students will need their drink bottles on the day and are encouraged to be SunSmart and wear a hat and sunscreen. A change of clothes (socks, shorts, runners) and plastic bag to put them in may be needed in case of inclement weather.

Steph Ellis, Jeff Connelly and Kyle Oppelaar

PE Team



From the Office

Have your details changed?

It's very important to keep your details up to date, so that you receive all school communications and we can contact you in case of emergency.

If you need to update your details, please pop into the office and complete a *Change of Details* form, or please email the school: cranbourne.east.ps@education.vic.gov.au.

If You Need to Collect Your Child Early from School...

It is extremely hard to get the children up to the office with their bags, during recess and lunch time we suggest you try to choose an alternative time where possible.

If you need to collect during the below times, please call the office at least 10 minutes prior to collection.

- **RECESS: 11:00am - 11:30am** - We highly recommend you call the office prior to 11am.
- **LUNCH: 12:30pm-1:15pm** (Timetable A) & **1:30pm-2:15pm** (Timetable B) - We highly recommend you call the office prior to 12:30pm or 1:30pm.

Timetable A

Prep G, Prep B, Prep A, Prep M
1S, 1T
2S, 2A, 2F
3K, 3L, 3P, 3G
4G, 4X, 4S
5F, 5D, 5W, 5K
6K, 6V, 6G, 6M

Timetable B

Prep C, Prep K
1M, 1A, 1B, 1L
2H, 2B, 2K, 2C
3D, 3O
4B, 4P, 4W, 4A
5T, 5J, 5M, 5B
6W, 6H, 6X, 6N

- **EARLY COLLECTION BEFORE 3:15PM:** If you need to pick up your child before 3:15pm, we request that you call the office prior to 3:00pm, as pick up time is a peak time for office



Staff and Student BIRTHDAYS this Week



Mrs Massa

Zion S	Prep C
Morsal K	1S
Zayan M	1B
Benyamin A	2C
Ephriam F	2A
Gareth C S	2F
Mehran B	2A
Willow C	2H
Iyani O	3D
Jake L	3O
Tyrus E	3K

Anijith D D	4S
Brooklyn M	4B
Lina W	4B
Nargis N	4S
Seerat B	4B
Kayhan J	5W
Max M	5D
Arya S	6V
Dylan C	6G
Teina I	6X



2024 CSEF (Camps Sports & Excursions Fund)

APPLICATIONS ARE NOW OPEN

2024 CSEF (Camps, Sports & Excursions Fund) APPLICATIONS ARE NOW OPEN



FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

- Are you on a Health Care Card or are a temporary foster parent? You may be eligible for CSEF
- 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 a temporary foster parent, please complete the attached CSEF application form and submit to the school with a copy of your health care card.
- **NOTE:** Existing CSEF applicants do not need to complete a new application unless you have a new child enrolled for 2024.
 - Contact the office for forms or more information. Ask to speak with Natalie.

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:

- \$150 for primary school students
- \$250 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 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 (Gold Card)**

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

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

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE 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 my child's school 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 DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can 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 ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

Below are 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 mature minor of sixteen years of age or over, 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: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://www.education.vic.gov.au/csef/eligibility)

Mature minors or 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 seventeen 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 eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, 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 **29 January 2024 and/or 15 April 2024**.

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: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the 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: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://www.education.vic.gov.au/csef/payment-amounts)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. 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 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

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