

# Belvoir Special School Newsletter



38 Gayview Drive, WODONGA, 3690

**Dear Parents/Carers/Friends,**

## SSGs

Thank you very much to those families who have been able to attend a Student Support Group (SSG) meeting with our staff. These conversations are very important to help us set educational goals for your child, as part of their IEP. Over the coming weeks, you will receive a copy of the minutes from these meetings. We ask that you read these carefully and return the minutes signed to your classroom teacher. For those families that have not been able to have an SSG this week, please contact your classroom teacher to make an appropriate time.

## Illness

Unfortunately, there are a number of viruses currently going around our community. These viruses appear to be lasting 4-5 days. To help keep our staff and students safe and well, we ask that if your child is unwell, please keep them at home.

## Communication with School Staff via Social Media

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

As employees of the Department of Education, our staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff. Further to this, if a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

## Mobile Phone Policy (including Smart Watches)

At Belvoir Special School:

- Students who choose to bring mobile phones and smart watches to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met.

When emergencies occur, parents or carers should reach their child by calling the school's office.

## School Council Nominations.

This week saw our School Council meet for the first time in 2024 and we are now seeking member nominations from interested parents. Meetings are usually held twice a term. They are held on Wednesday evening from 6:00 – 8:00pm. An additional meeting is held in term 4 to set and accept the school's budget for the following year. If any parents are interested in being a part of school council, please feel free to come in and ask about what is involved. The Annual Reporting Meeting (AGM) of the school council will be held on Wednesday 20th March, 6.00pm .

If you are interested in nominating for school council, please read the flyer on the school council attached to this newsletter, and complete the nomination form, also attached. Additional nomination forms are available from the school office. Staff and parents can nominate themselves for the election, or someone else can nominate them. Nominations for School Council will close on Monday 4th March, 2024.

**Michelle Heintze-Moller**  
Assistant Principal — Student Health and Wellbeing (acting)

## 2024 DATES TO REMEMBER

**Swimming Carnival**  
Thursday, 29th February

**Labour Day — Public Holiday**  
Monday, 11th March

**Athletics Carnival**  
Thursday, 21st March

**Last Day of Term 1**  
Thursday, 28th March, 2.00pm Finish

**Good Friday— Public Holiday**  
Friday 29th March

## BUS PHONE NUMBERS

**BUS 1:** 0460 935 609

**BUS 2:** 0460 875 492

**BUS 3:** 0460 896 490

**BUS 4:** 0460 869 012

**Belvoir Bus:** 0431 756 813



# BELVOIR SPECIAL SCHOOL PRIVACY POLICY

## Annual privacy reminder for our school community

Our school collects and uses student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#) and the [Schools' Privacy Collection Notice](#).

Our Photographing, Filming and Recording Students Policy, describes how we collect and use photographs, video and recordings of students. The policy also explains when parent consent is required and how it can be provided and withdrawn.

We ask parents to also review the guidance we provide on how we use [[Microsoft 365/Google Workspace for Education](#)] safely at the school and what parents can do to further protect their child's information. If after reviewing the guidance, you have any questions or concerns regarding your child using [Microsoft 365/Google Workspace for Education], please contact the school. For more information about privacy, refer to: [Schools' Privacy Policy — information for parents](#).

*This information is also available in ten community languages:*

- Amharic
- Arabic
- Dari
- Gujarati
- Mandarin
- Somali
- Sudanese
- Turkish
- Urdu
- Vietnamese

[**Note:** that the parent guidance documents linked to from the paragraph above are for the department provided version of M365 and Google. Schools can use these or link to their own guidance, whichever applies.]



The Belvoir Wellbeing Team would like to extend our warm welcome to new families coming to school in 2024. We are very much looking forward to supporting students, families and staff alike to promote positive health and wellbeing throughout our school community. As a starting point, we would like to introduce ourselves and share about our roles and the initiatives we support.

## ***Meet the Team:***



### ***Leah – Wellbeing Liaison***

Responsibilities within school: Provide support to students in Out of Home Care, ensuring the students support group inclusive of teaching staff, external services, families, carers etc work together to enhance all aspects of the student experience. Lead our daily Breakfast Club supported by Food Bank to enabling students access to food each morning. Assist families in accessing emergency food, uniforms and connection to external services (Junction Support Services, The Orange Door, Gateway etc) via referral. Facilitate twice termly parent & carer catch ups to promote a sense of community and provide opportunity for connection. NEXT DATE: March 19<sup>th</sup> (pop it in your diary!!)  
Contact details: [leah.sisley@education.vic.gov.au](mailto:leah.sisley@education.vic.gov.au)



### ***Grace – Mental Health Practitioner***

Responsibilities within school: Our school MHP will support the mental health and wellbeing needs of our students. They will also help our teachers to identify and respond to student's mental health and wellbeing concerns. Our MHP is Grace Churches. Grace is a Mental Health Accredited Social Worker and will be on site Tuesday-Friday (weekly), Monday (fortnightly). Students and their parents/carers who would like to discuss their suitability to engage with the MHP service can contact Grace. Please note, referral and informed consent documentation is required before MHP service commencement.  
Contact details: [grace.churches@education.vic.gov.au](mailto:grace.churches@education.vic.gov.au)



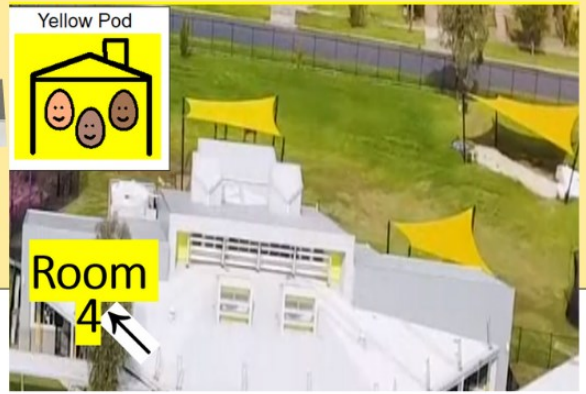
### ***Andrew – Student Inclusion & Engagement***

Responsibilities within school: Supporting students & families with pathways to improve engagement and build on students' capacity to be enjoy their enrolment at Belvoir. I will also be continuing on from 2023 where I had the privilege of coordinating our Student Rep Council (SRC) and School Assemblies, allowing opportunity for Student Voice within our school.  
Contact details: [andrew.dear@education.vic.gov.au](mailto:andrew.dear@education.vic.gov.au)

The Wellbeing Team are here to do what we can to ensure all students and families feel they have adequate support and opportunity to thrive at Belvoir. We endeavour to make ourselves available to students and families as much as possible. Please contact us via emails listed above OR call **60598987** and ask to speak to one of us. We endeavour to contact most families each term to check in and see if there is anything we can do to support our students however, if you have not received any contact and would like to please let us know via email.

# ROOM 4

newsletter



TERM 1 - WEEKS 1 - 3

## BEGINNING A NEW YEAR

We have been exploring our new space together, and who we will be sharing it with.



We are working on **Following Instructions**, **Being Respectful** and **Being Safe** to get coins to use to buy things from our prize bag!



## ORAL LANGUAGE

Everyday we explore language with videos, songs, sentence scripts, Colourful Semantics and Seesaw posts.



## NEW EXPERIENCES

There have been new spaces and things to do which have been exciting but strange as well.



## WE LOVE LEARNING IN ROOM 4

We have had lots of laughs and fun times so far and cannot wait to show our families and the school community what we can do.



# JUVENILIO

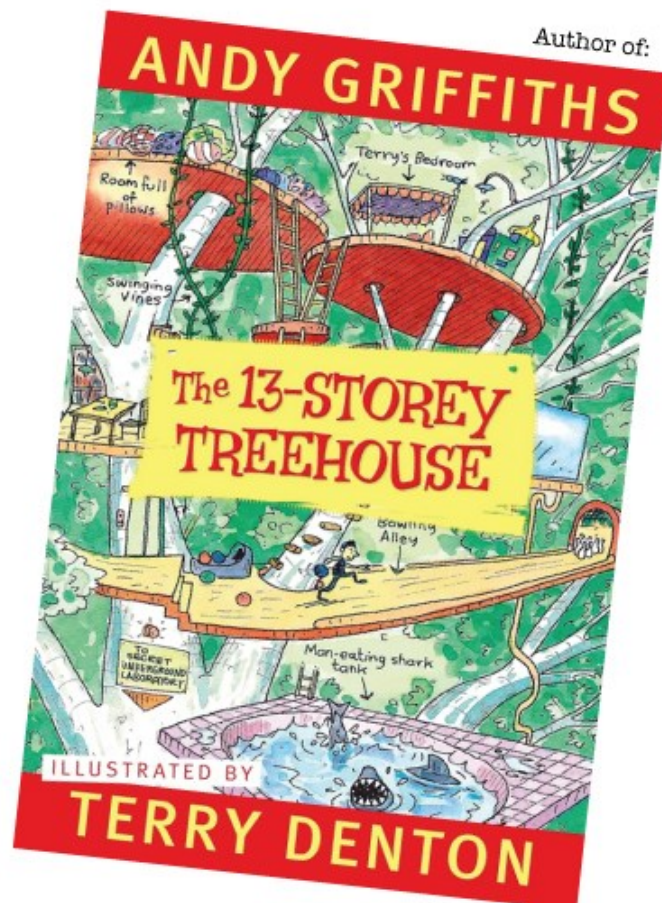
Early Works of Children's Authors & Illustrators

## ANDY GRIFFITHS

Author Talk  
and Book  
Signing

Hyphen Wodonga - Sunday 11 February at 10:30am

*Meet one of Australia's most popular children's authors!*



*A Free Event!*

REGIONAL  
ARTS  
NSW



hyphen

[www.hyphenwodonga.com.au](http://www.hyphenwodonga.com.au)

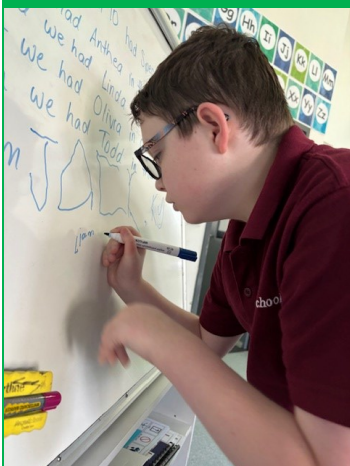


# ROOM 10 NEWS

Sara, Lara, Christin & Cheryl

Room 10 has had a busy start to the school year learning our new routines and developing some new friendships.

These first few weeks have been focused on learning about writing a recount and developing our number skills. This week we have had some cooling number activities in our Maths sessions by freezing 10 different items in water and then working to get them out of the ice. We have also been learning about our new term topic "Active and Safe" which covers personal hygiene, nutrition, sun safety, turn taking and sharing.



# SCHOOL POLICIES

## UNIFORM AND APPEARANCE

School's compulsory school uniform items are as follows:

### **Junior and Middle year students' uniform**

Navy shorts (knee length or just above)

Navy track pants in Term 2 and 3 and cooler weather.

Burgundy polo shirt with collar.

Burgundy windcheater or button front fleecy jacket available from uniform shop.

A checked dress, with bike shorts beneath, which is the same across the school.

Broad-brimmed navy sunhat for Term 1 and 4.

Black leather school shoes or supportive pair of runners. Sandals with an enclosed heel and toe may be worn in hot weather.

### **Senior Students:**

Navy shorts (knee length or just above knee) or knee length navy skirt if preferred.

Navy track pants or trousers in Term 2 and 3 and cooler weather.

Navy polo shirt with collar.

Navy jumper.

Broad-brimmed navy sunhat for Term 1 and 4.

## ATTENDANCE POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

**Students are expected to attend Belvoir Special School during normal school hours every day of each term unless:**

- there is an approved exemption from school attendance for the student.
- the student has a dual enrolment with another school and has only a partial enrolment in Belvoir Special School, or
- the student is registered for home schooling and has only a partial enrolment in Belvoir Special School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Belvoir Special School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

## PERSONAL PROPERTY

REMINDER – the Department (which includes our school) does not have accident insurance.

Items of personal property that are lost, stolen or damaged at school are not the responsibility of Belvoir Special School or the Department. Staff and students are reminded not to bring items of value to school.



# ROOM 21 NEWS

Scott, Dylan & Pat



Room 21 have made a positive start to 2024. We have a combination of students from years 10, 11 and 12 who are all getting to know each other and developing new friendships. We can see that there is going to be lots of success stories out of Room 21 this year.

*I have enjoyed seeing all my friends and being able to hang out with them – **Madilyn***

*Moving into Orange Pod has been good. We have new laptops which we use – **Samuel***

*We have been practicing for the athletics - **Dylan***

*I like using the new playground equipment – **Jesse***

*I am enjoying doing Food Tech with Anthea every Thursday – **Hannah***

*The table activities which we have been doing have been excellent – **Riley***







## **Belvoir Special School Swimming Carnival**

*January 2024*

Dear Parent/Carer,

Belvoir's annual swimming carnival is scheduled for Week 5, Thursday, 29th February 2024, at the Albury Swim Centre. All students will have the opportunity to participate in various races and novelty events.

On the day, students will be required to have the following items packed and ready to use:

- o Appropriate swimwear
- o Water bottle and healthy lunch
- o A sun-smart hat and sunglasses if available
- o Sunscreen.
- o Swimming nappies if required

Transportation to and from the carnival will be arranged via bus, departing from the school at approximately 9:30 am and returning at 2:30 pm.

It's important to note that, for the safety of all students, **parents and/or carers of prep class students are required to attend on the day** to assist with the supervision of their child.

A complimentary sausage sizzle will be provided for students during lunch, and the pool canteen will remain open throughout the day for snack purchases.

To grant permission for your child's participation, kindly complete the attached permission slip and return it to the classroom teacher no later than **Friday, 23rd February 2024**.

We appreciate your cooperation and look forward to a fun-filled day of swimming activities.

Kind Regards,

Todd Richardson - Sports Coordinator

Pennie Moffat – School Principal

I \_\_\_\_\_ DO  DO NOT  (Please tick one box) give permission for my child/children \_\_\_\_\_ to participate in the annual swimming carnival at the Albury Swim Centre on the 29<sup>th</sup> of February 2024. I also give permission for my child/children to be bussed to and from the venue.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I also DO  DO NOT  (Please tick one box) give permission for my child/children to **use the slide** on the day of the carnival.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



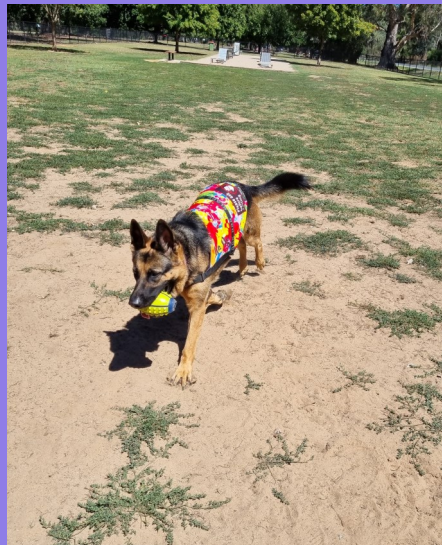
# C1 Middle Years NEWS

Paul & Kelly



The Huon Inclusion centre has had a fabulous time getting back into our routines and ensuring we all have great start to the 2024 school year.

Week 2 of this term we had the opportunity to meet up with our Feltimeber Inclusion Centre friends on Friday morning at Sumsion Gardens in Wodonga for our first outing of the year. Our outings for Term 1 this year have been organised to tie into our Term topic of “Headspace”. We used this outing as an opportunity to explore a different environment and the features of which can help with our positive mental wellbeing. We used the gym equipment, the ninja warrior course and even took Sarge (Feltimeber’s wellbeing pooch) to the dog park nearby to have a play and interact with other dogs and dog owners there! Everyone had an amazing time and the students relished the opportunity to interact and socialise and generally catch up with the Feltimeber students.





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CAMPS ASSOCIATION  
**PEOPLE OUTDOORS**<sup>®</sup>  
Adventure for all

# CAMPS FOR PEOPLE LIVING WITH DISABILITY



**Adventure for All!**



AUSTRALIAN  
CAMPS ASSOCIATION

**PEOPLE OUTDOORS®**

Adventure for all



- Overnight Camps
- Weekend Camps
- School Holiday Camps



All meals, activities, transport and accommodation included.  
Central pick up point.



We are a Registered NDIS Service Provider.



Kids, teens and adults welcome.



Campers supported by professional staff.

30 years experience!

**Call today to find out more:**

**Head Office - 03 9863 6824**



*Scan to complete  
Referral Form to  
join us on camp!*



[www.peopleoutdoors.org.au](http://www.peopleoutdoors.org.au)



# THE FORMATIVE YEARS PARENT & CHILD CONNECTION GROUP

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FIRST CATCH UP  
26TH FEBRUARY 2024

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**Want to make connections for yourself and your kids?**

Junction's new parenting group is aimed at bringing together parents of children aged 0-12 from Victoria.

Come together with other parents on a Monday with or without your children with a fun activity and different setting every week for both parent and kids to enjoy.

**Register by Friday 16th February for catering**

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CONTACT THE EARLY  
HELP TEAM TO  
REGISTER (02) 6043 7400  
OR EMAIL  
[earlyhelp@junction.org.au](mailto:earlyhelp@junction.org.au)

SCHEDULE ATTACHED  
WITH UPCOMING  
ACTIVITIES, LIMITED  
SPOTS AVAILABLE.  
COST: FREE

# February ACTIVITY PLAN

THE FORMATIVE YEARS PARENT & CHILD CONNECTION GROUP

DATE/TIME	ACTIVITY	FOCUS	LOCATION
<b>Monday 26th Feb 12 - 1:30 pm</b>	Parents - Paint & Platter Kids - activities facilitated by Early Help Team <b>Cost: Free</b>	Meet and Greet -Importance of self-care and connection for parents	Wodonga Venue - TBA
<b>Monday 4th March 12 - 1:30 pm</b>	Picnic in the Park -Outside play for kids <b>Cost: Free</b>	Self-regulation with parents	Sumsion Gardens Wodonga
<b>Monday 11th March 12 - 1:30 pm</b>	<b>PUBLIC HOLIDAY</b>		
<b>Monday 18th March 12 - 1:30 pm</b>	Coffee and Cake  <b>Cost: Free</b>	Co-regulation with children	TBA
<b>Monday 25th March 12 - 1:30 pm</b>	Ten pin bowling for parents and kids  <b>Cost: Free</b>	Basics of brain development in children	3D Lanes Wodonga (2 Sanyo Drive)

CONTACT THE EARLY HELP TEAM TO REGISTER (02) 6043 7400

OR EMAIL [earlyhelp@junction.org.au](mailto:earlyhelp@junction.org.au)

# BELVOIR EASTER RAFFLE 2024

## WE NEED YOUR HELP!

It's that time of the year again when we ask our families to help us raise funds for the school by supporting our Annual Easter Raffle!

**We are asking for donations of eggs, rabbits and baskets so that they can be made into wonderful and colourful raffle prizes.**

If you are unsure about what to donate, please contact the office and Andrea, Jo, Viv or Blair will be able to suggest some ideas.

**Tickets will be sent home next week.** Tickets are \$1.00 each. Could you please return sold tickets and money to the office by Monday 25th March, 2024.

Prizes will be drawn on Wednesday 27th March, 2024 and winners will be notified by phone. Thank you for your support!



## Foodbank

Through Foodbank Victoria, Belvoir has the opportunity to provide free food hampers to ALL our families at ANY time. There is no limit as to how many of these hampers you can access over time. If you would like a food hamper (up to two per family per order), please request one via emailing Leah Sisley (Wellbeing Co-ordinator) [leah.sisley@education.vic.gov.au](mailto:leah.sisley@education.vic.gov.au).

Please see the photo provided as to what is included in the hamper. Collection times will be communicated by phone and pick up will be from the front office.

## Parental Concerns or Issues

Belvoir Special School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We encourage and value open positive relationships with our school community and understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

Parents are able to contact the school through the student diaries which are sent home with students each day, or they can ring the school to speak with classroom staff before or after school most days.

If the matter is urgent parents are able to email [belvoir.wodonga.sds@education.vic.gov.au](mailto:belvoir.wodonga.sds@education.vic.gov.au) or call the school on 0260 598 987 and speak with or organize a time to discuss the issue with either Emma, myself or relevant staff.

Our full complaints and other policies can be found at: [Policies and Forms - Belvoir Special Development School \(belvoirss.vic.edu.au\)](http://belvoirss.vic.edu.au)



## 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 to 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.**

# Camps, Sports and Excursions Fund APPLICATION Form

**BELVOIR SPECIAL SCHOOL**

**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** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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- 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
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**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 A MATURE STUDENT, SIXTEEN YEARS OR OVER**

1. Complete the Applicant DETAILS sections.
2. 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.
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.**

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# Camps, Sports and Excursions Fund APPLICATION Form for SIXTEEN YEARS and OVER

This form can be signed by a minor applicant (sixteen years and over who holds a concession card) unless the school believes that the minor applicant is incapable of understanding the general nature and effect of giving the consent or communicating the consent. The school is not required to assess every minor applicant, only those that the school believes may be incapable of giving consent.

*This form is only to be used when the student is the applicant.*

BELVOIR SPECIAL SCHOOL

School Name

School REF ID

## Applicant's details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

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

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## Applicant's details

Applicant's surname	Applicant's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level
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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 I, the student am 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 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 school.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# [Fact sheet 1: school council elections – information for parents](#)

## [What is a school council and what does it do?](#)

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the 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 categories of membership:

**A mandated elected parent member category** – members of this category generally comprise more than one third of the council's total membership. 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 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.

## [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:

the exercise of a power or the performance of a function of a councillor, or

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.

### [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 (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.

## Form: nomination form for parent member category

I wish to nominate *(name below)*

for an elected position as a parent member on the school council.

### Candidate's details

Name

Residential Address:

Contact phone *(mobile or landline)*:

Email:

### Nominators details

I am the parent/guardian of *(name below)*

who is/are currently enrolled at this school.

#### Statement

The person I have nominated is:

**Yes**

*(Mark with  
an x)*

**No**

*(Mark with  
an x)*

an employee of the Department of Education.

an employee of the school council.

is engaged in work at and for the school.

**Name of nominator**

**Signature of nominator**

Date:

### Candidate to complete

I accept the nomination and I am prepared to serve as a parent member of the above-named school council. I hereby declare that:

- I am not and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

**Signature of candidate**

**Date:**

**You will be notified when your nomination has been received.**

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

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the department will be forwarded to the Department of Education by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

**You can access your personal information by contacting the principal on:**

*If you choose not to give some or all of the information requested your nomination may not be accepted.*

*If you have any queries about the school council nomination process, please contact the principal.*



## Form: self-nomination form for parent member category

I wish to declare my candidacy for an elected position as a parent member on the school council.

<b>Name</b>

<b>Residential Address:</b>

<b>Contact phone (<i>mobile or landline</i>):</b>

<b>Email:</b>

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

<b>Statement</b>	<b>Yes</b> <i>(Mark with an x)</i>	<b>No</b> <i>(Mark with an x)</i>
I am an employee of the Department of Education		
I am an employee of the school council		
I am engaged in work at and for the school.		

I am prepared to serve as a parent member of the above-named school council. I hereby declare that:

- I am not and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

<b>Signature of Candidate</b>

<b>Date:</b>	
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**You will be notified when your nomination has been received.**

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

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the department will be forwarded to the Department of Education by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

<b>You can access your personal information by contacting the principal on:</b>

*If you choose not to give some or all of the information requested your nomination may not be accepted.*

*If you have any queries about the school council nomination process, please contact the principal.*

# Need help to make sense of your NDIS Plan?

Let us help!

Call to book your **FREE Understand Your Plan Session** with an expert plan manager.

In your session we'll:

- help you understand the funding in your NDIS plan
- explain the different budget categories
- discuss the kinds of supports you can use
- share tips and tricks about how the NDIS works.

It doesn't matter if you're self-managed, NDIA-managed or with another plan manager.

Call to make your booking today.

## Leap in!

Call **1300 05 78 78**

We also have a huge library of NDIS news & disability-related stories, PLUS the NDIS ebook series!



# Download our school app for free!



- Instant news notifications
- Online absentee forms
- Events and reminders



## Download instructions:

1. Go to the App Store and download "School Stream" to your phone.

2. Open the app and type the school's name into the search bar to load the school's profile.

3. Make sure you agree to Push Notifications when prompted.