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**Out of School Hours Child Care Program Coordinator (0417 014 973)**

## **NEWSLETTER No.2 - 12th February 2019**

Ongoing	Wed	NUDE FOOD DAY—Pack a wrapper free Lunch
Ongoing	Fri	RUNNING CLUB
Feb 13	Wed	PREP—REST DAY No School
Feb 19	Tue	Gr 3 & 4 Smart Start (Incursion)
Feb 20	Wed	PREP—REST DAY No School
Feb 26	Tue	Gr 3 & 4 HealthY Heroes
Feb 28	Wed	PREP—REST DAY No School
Mar 5	Tue	Gr 3-6 Chilwell Cross Country
Mar 6	Wed	Summer Lightning Premiership Cricket & Softball
Mar 6	Wed	PREP—REST DAY No School
Mar 11	Mon	Labour Day Public Holiday
Mar 20	Wed	Division Swimming Championships—Selected Students
Mar 20-22		Grade 6 Camp Ferngully Lodge
<b>2019 -Mar 29</b>	<b>Fri</b>	<b>CHILWELL FAIR—SAVE THE DATE</b>
<b>Apr 5</b>	<b>Fri</b>	<b>Last Day Term 1—dismissal 2.30pm</b>
<b>Apr 23</b>	<b>Tue</b>	<b>First Day Term 2</b>
<b>Apr 25</b>	<b>Thu</b>	<b>ANZAC DAY—PUPUBLIC HOLIDAY</b>
Apr 26	Fri	District Cross Country
May 7	Tue	Healthy Food Prep-2
May 8-10		Grade 5 Sovereign Hill Camp
May 22	Wed	Gr 3-6 Chilwell Athletics
May 29	Wed	Winter Lightning Premiership Footy & Soccer
June 3	Mon	Winter Lightning Premiership Netball & Tball

### NOTICES FROM THE OFFICE

#### **“Request for Parent Payment (Booklist) 2019”**

Thanks to all the families that have already paid. As we have purchased all items in bulk for the children, this payment would be appreciated asap. Last day for payment is February 28 2019.

If you are experiencing financial difficulty, please phone the office to make an appointment with Gavan.

#### **Agreement 2019**

Please return all agreement notice to class room teacher or the office.

Dear Families

**Fair:** Our major fundraiser is only weeks away.

Last Friday an electronic copy and a hard copy of an appeal for Managers and volunteers was sent out. We have had about 30% of the helper roster filled and one stall manager(s) come forward.

Naturally this is disappointing in a school community which prides itself on its children, academic and social development of children and the community connectedness.

**Managers:**

The manager will have the roster organised via Friday's appeal, they do not need to be on the stall for the whole Fair, they have folders from previous managers with suggested quantities of goods and infrastructure. Infrastructure is supplied by the school and the purchasing manager orders and delivers all needs.

The Fair is especially important with the need to financially support the improvements to the South Wing replacement. Specific items were in last week's newsletter.

**School Council Elections;** Each year all government school hold an election for school council. These positions are two years in duration and come under three categories.

- Parent representative
- DET representative
- Community representative

Information regarding these can be found later in the newsletter. Nominations will be called for shortly.

**Reminders:** We have a number of new families in our community. In order to induct them into our school and reminder for our current families I draw attention to:

**Extreme weather days:** We have plans in place to minimise the effect of hot and cold days by having children spend some of break times inside.

**Days over 30 degrees:** We sell Zooper Doopers at 50 cents each, limit of one per child, at lunch time. Best to place 50 cents in the school bag. We notify families via Skoolbag app/SENTRAL notification of predicted days. Our students look forward to these days so please pop the coin in the bag and forget about it.

**Assembly:** Remains on Friday 3.10-3.30. It is great to see how many parents, relatives and past students join us on Fridays. I know the children enjoy seeing adults joining in. Please continue to connect with your child's education in this way.

**Bike riding:** We run a bike education program in year 4 after which we believe independent riding to school is safe. Prior to this parents are most welcome to ride with their child.

**Planning Days:** Recently our staff is spending one day planning for the term. This involves staff from a unit getting together and matching our work with the Victorian Curriculum. We are fortunate to have replacement teachers who know our school and children well available to take the grades for the day.

**Permission:** Last week all children took home a sheet which asked parents to give permission for a variety of school activities eg photography in newspapers, ICT responsibilities, etc. please return this ASAP as some of the activities mentioned begin very early in the year.

**Stranger Danger:** We live in a terrific community but we all must alert our children to possible dangers out in the wide world. We back up this at school without alarming children but alerting them to being in touch with their feelings and what they can do. Please continue this at home as well.

**Changes to contact details.** This is vital in assisting us to contact you in case of emergencies. Changes may also be sent through via the Skoolbag app or SENTRAL.

**Parent Teacher Interviews:** These important sharing opportunities begin next week, with the extended times on Thursday. All families and children have been asked to reflect on previous reports, knowledge of the student's academic and social development to share information and if necessary put forward some learning goals for each student. These goals will be woven into thoughts of the classroom teacher. These are by no means the end of the child's learning but they play a part in assisting children to take control of their learning and involve parents in that learning. Goals will be revisited at half year along with wider development to again set learning goals for semester 2.

Bookings open today at 4pm and close on Sunday 17th February at 11.00am.

A few reminders about the interviews:

1. Please be on time. We have a lot to cover and little time to do it in. The bell will signify the change-over for each interview.
2. The initial meetings for 2019 will be **parent and teacher only**. Children will be involved in goal setting at a class level and will attend the 3-way interviews mid year.
3. If an interview needs more time please reschedule a time later to get together.
4. Due to time restrictions, only one interview time is available per family. If further time, or separate interviews are required, please arrange with the classroom teacher or via the office.

**Skoolbag** app is able to be downloaded to your mobile phone. This allows you to access the newsletter, notify the school of absences and allow us to "push" out updates and messages to families. This has proven to be invaluable to both school and parents.

**Lunch orders:** We have canteen on a Friday ONLY. Orders need to be in an envelope marked with name, class and option chosen on THURSDAY.

This newsletter contains the 3 choices. Please be reminded that the orders cannot be altered.

**Parking:** Yesterday I was out of the school and returned around 3.30! Never again! The need to be very careful when driving a car around a school at drop off and pick up time was painfully obvious. We are all aware of the difficulties associated with parking around our school, especially at drop off and pick up times. **Bareena Bowling Club** car park is private property so should not be used for parking while waiting for our children.

With the weather so kind at the moment why not park a few street away and enjoy the walk and conversation with your child! Children are more apt to chat when walking than they are when in the back seat of a car while parents are trying to drive a car.

Regards,

Gavan Welsh, Principal



Feb 15	Diana L	1MW
Feb 16	Lexi M Jack T	1JS 6JC
Feb 17	Annabel C	3JS
Feb 19	Henry M Sara K Hannah K Jakob K	1MW 5JM 5NR 5SJ
Feb 20	Lucas H	6SW

# Chilwell Fair - Friday, 29<sup>th</sup> March 2019

## WE NEED YOUR HELP!!!!

Consider taking on the role of a stall manager either by yourself or with a friend or two. Please contact the office 5221 2738 if you can fill in one of the blank spaces.



Potential stalls: BBQ, Pizza, Amusements, Kids Activities, Ice-Cream stall, Sliders, Pancakes and any other suggestions.

		Manager required—Contact the office
Prep		
Year 1		
Year 2		
Year 3	BBQ & Hot Dogs	Tania Atanasov
Year 4	Bake Stall & Café	Sass Salter & Annabel Gordon
Year 5		
Year 6		

CHILWELL FAIR MANAGER	Jason McLaren
Food Ordering	Kirsty McColl
Electrical / Power	
Promotions & Marketing	
Sponsorship	Marcus Nash
Entertainment	Victoria Barton
Live Auction	
Wine Tent	Shaun Sleep
Permits & licences	Gavan Welsh
Social Media/Facebook	Anna Spurling <a href="http://www.facebook.com/ChilwellFair">www.facebook.com/ChilwellFair</a>
Food Safety Supervisor (needs Food Handling Certificate)	
Raffles	
Spinning Wheel	Yoko Dunlop

Thank you to all the families that have put their names down on our roster. There are still many places to be filled so please log on to the roster using the below link and add your name to the grade. If you are willing to Manage a stall please call the office 5221 2738.

ROSTER LINK: <https://signup.com/client/invitation2/secure/2681439/false#/invitation>

Dear Families,

Welcome back to school and a big welcome to all the new families to Chilwell. I hope you have had a smooth start to the year and are settling into some routines as families.

**Psychologist:** 2019 will see the addition of a new service we have engaged for our community. **NIRODAH** – Advanced Counselling, has come on board to help our community and staff provide psychological services.

**Who?** Erynne Trotter will be working with us on a Thursday. She is available to work with individuals, families and parents. She has been working in a similar role at Ashby PS for the past 2 years.

**How?** There is a streamlined process involved in accessing Erynne with the first step being a conversation with myself or the classroom teacher depending on the issue. There is some documentation that is required to be completed and taken to your GP for a Medicare referral and development of a Mental Health Care Plan (MHCP).

**When?** Erynne will begin with us on Thursday so if you have been thinking about accessing a psychologist, don't wait!

**Why are we doing this?** This process enables access to a psychologist with no cost to the families as it is billed through Medicare. If you feel your child or family could benefit from this expertise within our school (on a Thursday!), please speak with your child's teacher or myself about the referral and process. Please feel free to contact the office to discuss this option.

Regards

Scott McCumber

### WHAT IS ADVANCE COUNSELLING?

Our primary goal is to provide exemplary services and training to enhance the psychological, social and emotional health of people in our community.

NIRODAH places psychological services into schools, develop targeted programs that support school leaders and their staff with key issues such as bullying, cyberbullying, positive student engagement, transition, and retention.

#### BENEFITS:

- **There is no cost to the family.**
- Safe environment for students to access psychological services.
- Less disruptions as sessions are timetabled within the school day.

- Qualified and experienced psychologists/ social workers.
- Service also available for parents and staff.
- Behavioural and emotional issues within the school are targeted with professional guidance.

**Counselling is offered in the school by a psychologist.**

**Parents need to contact the school welfare team to determine the options either via Medicare or be school based.**

# NIRODAH

**Advance Counselling**

[www.nirodah.com](http://www.nirodah.com)

## STEM NEWS

### DONATIONS NEEDED PLEASE

As many of you are aware we have a new specialist program offered this year in STEM – Science, Technology, Engineering and Maths. Grades 3-6 will participate in STEM in Semester 1, focussing on upcycling, recycling and repurposing items.

Initial plans are to work with paper, cardboard and fabric. If you have any items available that you no longer require and would be happy to donate the following would be greatly appreciated – wool, cotton threads, needles, pins, sewing machines, old belts, fabric or old clothing in good condition – particularly shirts and denim. The STEM room is located next to the Art Room.

If you have any expertise or an interest in fabric, textiles and sewing I'd love to hear from you in Term 1.

Looking forward to our first project – making our own notebooks using recycled paper and cardboard!

Thank you. Louisa Blamires



# NUDE FOOD DAY™

## EVERY WEDNESDAY!

Pack a wrapper free lunch box

PIC•COLLAGE

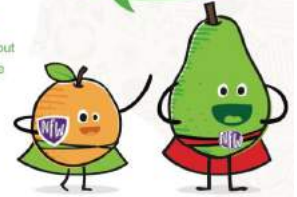
## WHAT IS NUDE FOOD?

**NUDE FOOD** is simply food that is not wrapped in foil, plastic or commercial packaging.

The best type of nude food consists mainly of fresh food, so that it is healthy and nutritious PLUS environmentally friendly.

Promoting Nude Food empowers students to make conscious choices about what they eat, and encourages them to think about their impact on the environment (and their health). You might be amazed with how enthused your child can become on this...

I'M A NUDE FOOD WARRIOR



### TO PACK A NUDE FOOD LUNCH OR SNACK, YOU WILL NEED:

- Cutlery from home is better than throwaway plastic ones
- Plastic or metal drink bottles are recommended for refilling with water
- Reusable containers for putting all of your food, snacks and drinks into
- Lunch boxes that have lots of separate sections can be useful to avoid lost lids or containers

### ✗ TRY TO AVOID:

- Zip lock or plastic bags, plastic wrap or aluminium foil
- Tetra packed drinks, single serve yoghurts and cheese
- Single use plastic forks and spoons
- Prepackaged food, i.e. biscuits, snack bars and chips

### TIPS FOR PACKING NUDE FOOD LUNCHES:

- Try to involve the kids in helping decide what to take. This will help to avoid uneaten foods being thrown out, plus will save your family money as well. Also, remember to praise your child if they do eat something healthy which is new for them.
- Try to pack the lunches the night before and store in the fridge overnight to avoid the mad rush in the morning.
- If your child normally enjoys chips, yoghurt or other prepackaged snacks, buy these in a larger format and you can decant these into smaller reusable containers or lunchbox.
- If your child does enjoy chips, why not try making your own veggie versions using sliced beetroot, parsnip or sweet potato and baking in the oven?
- Try to use fruit and vegetables that are in season. Seasonal produce is friendly to the environment as well as to your budget, as less fuels are used to transport it into your supermarket.
- Go to [www.nudefoodday.com.au/resources](http://www.nudefoodday.com.au/resources) for Nude Food recipe ideas.



## HOW TO PACK A NUDE FOOD LUNCH

The Nude Food Warriors have created a step-by-step guide to make packing a Nude Food Lunch easy as 1, 2, 3!



### STEP 1

Choose the main lunch item, it may be something from the list below or a Nude Food creation of your own

- Sandwich/ Roll
- Wrap/Pita
- Frittata/Quiche
- Pasta/Pasta Salad
- Salad
- Sushi/Rice Paper Rolls
- Noodles
- Str Fry
- Egg Muffins

### STEP 2

Select your fruit

- |            |             |
|------------|-------------|
| Apple      | Berries     |
| Orange     | Fruit Salad |
| Banana     | Pear        |
| Grapes     | Mandarin    |
| Watermelon | Kiwi Fruit  |

### STEP 3

Pick a nutritious Nude Food snack

- Yoghurt
- Vegetable Sticks and dip
- Cheese and crackers
- Popcorn (natural)
- Rice Crackers
- Vege chips (homemade)
- Pretzels

### STEP 4

Don't Forget Hydration!

Fill your favourite reusable drink bottle with filtered or tap water! Remember to refill throughout the day to make sure you stay hydrated!



Friday mornings  
8.30 at  
lane way  
gate.

Years  
3 to 6



Prep to Yr 2 are welcome to run around the oval with parent supervision.

PIC•COLLAGE

## State level teams nomination are open

Many of the state level sports are open for nomination via various links online.

Cricket U12's - <https://www.cricketvictoria.com.au/schools/> - closes March 2<sup>nd</sup> 2019

Other School Sport Victoria teams and the trials can be found at: <https://www.ssv.vic.edu.au/team-vic>

Please visit this site for further details and dates for closing nominations.

Scott McCumber

## TERM 1 LUNCH ORDERS

Please place your order option on an envelope with your child's name, grade and \$6.00 and hand into your grade teacher by 9.30 am. on Thursday morning.

Orders are picked up before 3.00 pm. Thursday.

We ask parents not to drop late lunch orders into Steampocket. Lunch is provided on Friday.

Each student must have an individual order.

**NO LATE ORDERS WILL BE ACCEPTED.**

Each option **\$6.00**

<b>OPTION 1</b>	Ham and Cheese Toastie, chocolate chip muffin and fruit
<b>OPTION 2</b>	Mini Salad Roll, chocolate brownie and fruit (gluten free)
<b>OPTION 3</b>	Chicken and lettuce roll, carrot cake and fruit

## Canteen Roster—Friday 1.15pm

Fri 15 Feb	Peter Stephens
Fri 22 Feb	Clare Verbrugge
Fri 1 Mar	Sally Iwrin
Fri 8 Mar	Amie Cox
Fri 15 Mar	Christie Reid

**2019 Bellarine and North Geelong Divisions Primary Schools Swimming Championships**

**Wednesday 20<sup>th</sup> March 2019 at the Kardinia Aquatic Centre**



Dear Parents,

Entries are now open for the 2019 Bellarine and North Geelong Divisions Primary Schools Swimming Championships. Competitors in all events must be able to perform the strokes 'correctly' for the length of the race (50 metres) and use the correct 'starting' and 'finishing' techniques in all events. Students will be disqualified if their technique contravenes the rules at any stage of the race. Before entering a student, please ensure your child can swim these strokes efficiently and in accordance with the School Sport Victoria rules.

**Entries to Scott McCumber at Chilwell PS close on Wednesday 20th February 2019.** There will be no late entries. The age is taken at **31/12/2019** and students must be born between 2010 and 2006 to be able to compete. Students turning 8 or younger in 2019 are not permitted to compete.

**Individual Qualifying Times** (*Entries will not be accepted for those who nominate slower times*)

**Freestyle**

9/10 Years Boys	1 min 00sec	9/10 Years Girls	1 min 00 sec
11 Years Boys	0 min 55 sec	11 Years Girls	0 min 55 sec
12/13 Years Boys	0 min 55sec	12/13 Years Girls	0 min 55 sec

**Backstroke**

9/10 Years Boys	1 min 08 sec	9/10 Years Girls	1 min 08 sec
11 Years Boys	1 min 05 sec	11 Years Girls	1 min 05 sec
12/13 Years Boys	1 min 05sec	12/13 Years Girls	1 min 05 sec

**Breaststroke**

9/10 Years Boys	1 min 15 sec	9/10 Years Girls	1 min 15 sec
11 Years Boys	1 min 12 sec	11 Years Girls	1 min 12sec
12/13 Years Boys	1 min 12 sec	12/13 Years Girls	1 min 12 sec

**Butterfly**

9/10 Years Boys	1 min 20sec	9/10 Years Girls	1 min 20 sec
11 Years Boys	1 min 10 sec	11 Years Girls	1 min 10 sec
12/13 Years Boys	1 min 10sec	12/13 Years Girls	1 min 10 sec

If you would like your child to be considered for selection please complete the form below and return it to me **by Friday 23<sup>rd</sup> of February**. Selection will be based on the fastest times submitted.

Regards Scott McCumber

-----Return below slip to Scott McCumber-----

**2019 Bellarine and North Geelong Divisions Primary Schools Swimming Championships**

Student \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B \_\_\_\_\_

Age as of 31/12/2019 \_\_\_\_\_

50M time

Freestyle:	Backstroke:	Breaststroke:	Butterfly
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# 2019 Chilwell Primary School Annual Cross Country

## For Grade Three – Six Students

Chilwell will be holding the 2019 annual House Cross-Country on **TUESDAY 5 th of March, at the Barwon Valley Fun Park -132 Barrabool Rd, Belmont** for all students in grades 3 to 6.

To avoid warmer weather, the cross-country will be held in the morning. The children will bus to and from the venue with their grade teacher and parent, leaving at 9:45 and returning at approximately 12:30 – 1:00.

The junior age groups will run first.

8 to 10 years run 2000m

11 to 13 years run 3000m.

Ribbons will be awarded for the first eight place getters and all students who participate will earn points for their House. The students who run qualifying times from the first eight place getters will be invited to progress to the District Cross-Country Championships, representing Chilwell.

Children need to:

Come to school in House colours

Bring **TWO** full drink bottle of water, snack, sunscreen and hat

Also, bring warm clothing if the weather is cool.

**Students who suffer from asthma must carry their correct medication with them at all times – this means whilst running.**

To assist in the successful organisation of this event we need at least 15 parent helpers to marshal, observe and record. The event cannot be run otherwise. The majority of parent helpers will only be out on the course observing; you can even bring a chair! If you can assist on this day from approximately 9:30 to 12:30 then please register your name below and return it to your class teacher by MONDAY 25th of February or sooner if possible.

Thanks for helping out.

Peter Blackall – Cross Country Co-ordinator.

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### House Cross Country – Parent Helper for Wednesday 5 th of March.

I am able to assist with walking the students to and from the event.

I am able to assist with Chilwell's House Cross-Country event.

Name: \_\_\_\_\_ Child's Grade: \_\_\_\_\_

Mobile No. \_\_\_\_\_

I assisted last year with \_\_\_\_\_

# Chilwell P.S. Outside School Hours Care

**Term 1 – February 2019**

**To book or cancel care please call Cheryl on 0417 014 973**

**REMINDER** to all families using this service if you need to cancel a booking you are required to call or text prior to the session to avoid being charged a late/cancellation fee.

Before school care to cancel TEXT or CALL before 7am

After school care to cancel TEXT or CALL before 2pm

After these times a charge will be incurred.

All families are required to fill out a 2019 Registration Form if they are planning on using OSHC this year. These forms can be obtained through the school Office or at OSHC. Families are required to pay a \$50 Refundable BOND per child - EFFECTIVE 30/1/2019. If you have paid this BOND for EACH child previously you will not be required to pay it again. When you cease using this service you can request a BOND refund.

Bookings are essential as we are now required by Legislation effective 14/1/2019 to Sign In/Out using an iPad. To avoid delays when dropping off your children in the mornings, your child/ren need to be added to the roll prior to your arrival, failure to do this will require you to wait with your child/ren until they have been added to the roll on the computer before you can sign them in on the iPad. Bookings and Cancellations can be made by phoning or texting 0417014973 anytime Day or Night. You can also email [oshc@chilwellps.vic.edu.au](mailto:oshc@chilwellps.vic.edu.au) with bookings or cancellations.

Payments via Qkr app, Credit Card (Office) or Cash. Accounts are to remain in credit or \$0 balance at all times.

Program for this week - Imaginative/Creative play, Arts & Crafts, Board Games, Ball Games, Outdoor Games, Playground, Cricket, Basketball.

Over the next couple of weeks we are going to be discussing HEALTHY CHOICES and this will involve researching the SUGAR content of many popular drinks. We are going to make a visual display for everyone to see.

Thanks – Cheryl & OSHC Staff

## Qkr! is now at Chilwell Primary for Out of School Hours Care



The new Qkr! app is now live for our Out of School Hours Care families. Qkr! by MasterCard can be downloaded for free from Apple's app store for iPhones (iPads should download the iPhone app) or from Google Play for Android phones and tablets. After downloading the app and registering, simply scan the QR code on the left using the Qkr! Code scanner or type **CWPS** after tapping the magnifying glass in the top right of the home screen of Qkr!, and then the app will always recognise you as part of Chilwell Primary in future to make payments even easier. You can pay your **Out of School Hours Care Payments** right now using Qkr! To make payments immediately why not download it today and take a look at our school on Qkr! All feedback to the school office is very welcome.

## COMMUNITY NEWS

**Newtown City Hockey Club**—Come and Try Tuesday 27 Feb– 16April 4.30pm-5.30pm King Lloyd Reserve 80 Windsor Rd Newtown Boys and Girls ages 5 to 12 for more information contact Claire Barnes 0417 015 130 Email [contact@netownhockeyclub.com.au](mailto:contact@netownhockeyclub.com.au)

**Newtown Football and Netball Club**—Rego and Family Day Sunday 17 February 10-2pm at the clubrooms crn Read St & Raith Terrace Newtown. Enquires to [club@newtownchilwell.com.au](mailto:club@newtownchilwell.com.au)

## PARENT TEACHER MEETING 2019 –WEEK 4



Dear Parents & Carers,

Now that the students have settled in and hopefully you have established some family routines, our staff want to catch up with you to discuss your child's learning and find out how we can help them during the year. This is a chance for you to share with your child's teacher and set some goals based on last year's report. (except the Prep!!!)

While we dedicate a longer day on Thursday 21 February as the 'Interview Day', we understand some parents will not be able to attend and each teacher have opened up other times that may suit. Please see individual classroom teachers' times when you login to Sentral.

**TIMELINE:** Please respect this timeline

- **NOW**—update your email details with the office staff or via Skoolbag App eform –essential for your booking.  
New parents to the school have had letter emailed home regarding Sentral logs last week.
- **Tuesday 12th February @4pm**—Sentral opens for parent bookings via the SENTRAL logo on the school website—<https://sentral.chilwellps.vic.edu.au/portal/login>
- **Friday 19th February**—Sentral bookings close—you can edit up until 10pm on the 19th
- **Thursday 22 February**—Interviews commence at 2.00 pm students will be dismissed at the normal time of 3.30pm

Thank you for your on going support and partnerships in developing your child's education.

Scott McCumber—Assistant Principal





## CSEF ELIGIBILITY

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – Eligibility

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

- on the first day of Term one, or;
  - on the first day of Term two;
- a) Be an eligible beneficiary within the meaning of the *State Concessions Act 2004*, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
- b) Be a temporary foster parent, and;
- c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

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

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (29 January 2019) or term two (23 April 2019).

## PAYMENT AMOUNTS

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

## HOW TO COMPLETE THE APPLICATION FORM

### NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.

2. Complete the STUDENT/S DETAILS section for students at this school.

3. Sign and date the form and return it to the school office as soon as possible.

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 (CSEF) APPLICATION FORM**

School Name

School REF ID

**Parent/legal guardian details**

Surname \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Centrelink pensioner concession OR Health care card number (CRN)

-  -  -  OR

Foster parent\* OR  Veterans affairs pensioner

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

**Student details**

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

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHS and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# APPENDIX A: SCHOOL COUNCIL ELECTIONS – FACT SHEETS

## FACT SHEET NO 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 directions of a school in accordance with their constituting Order and the Education and Training Reform Act 2006. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

### WHO IS ON THE SCHOOL COUNCIL?

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

- **A mandated elected Parent member category** – more than one-third of the total members must be from this category. DET employees can be Parent members at their child's school as long as they are not engaged in work at the school
- **A mandated elected DET employee member category** – members of this category may make up no more than one-third of the total membership of school council. 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 experiences. DET employees are not eligible to be Community members.

For all schools with a year 7 and above cohort, there is a fourth category of membership:

- **A mandated elected Student member category (2 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 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.

### 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?

The most obvious way is to vote 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.

### DO I NEED SPECIAL EXPERIENCE TO BE ON SCHOOL COUNCIL?

Each member brings their own valuable life skills and knowledge to the role. However councillors may need to develop skills and acquire knowledge in areas that are unfamiliar to them. What you do need is 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 abide by the Code of Conduct – Employees 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).

### WHAT DO YOU NEED TO DO TO STAND FOR ELECTION?

The principal will issue a Notice of Election and Call for Nominations following the commencement of Term 1 each year. All school council elections must be completed by the end of March unless the usual time line has been varied by the Minister.

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent member category.

DET employees whose child is enrolled in a school in which they are not engaged in work, are eligible to nominate for Parent membership of the school council at that school.

Once the nomination form is completed, return it 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 following the receipt of your completed nomination.

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

### REMEMBER

- Consider standing for election to school council this year.
- Ask at the school for help if you would like to stand for election and are not sure what to do.
- Be sure to vote in the elections.

Contact the principal for further information.