Raymond Terrace
Return to School Centre

Information for Schools
Where We Are

The Raymond Terrace Return To School Centre is based at Irrawang High School.

Head Teacher — Chad Brown

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Mobile
0467 747 028

Who We Support

The Return To School Centre provides an intervention for students who are on long suspension and have been identified by their school as likely to benefit from a structured program to assist their successful return to schooling as soon as possible. The Suspension Centre aims to assist schools to increase their capacity to manage students with disruptive behaviours. It will also provide support and professional development opportunities for mentoring teachers.

The Program

The program will:

- Assist students to reflect on and understand their behaviour and its consequences and develop a positive attitude towards schooling;
- Develop the student’s capacity and understanding to re-engage at school and minimize the recurrence of inappropriate behaviours; and
- There will also be time allocated each day for students to participate in “PBL – Positive Behaviour for Learning” Sessions which will explore themes around:
  - Taking responsibility for own actions and identifying solutions to problems; and
  - Planning for better choices and building positive relationships.
The Model

- The Return To School Centre will be staffed by a Head Teacher and a School Learning Support Officer (0.5 allocation)
- The program will focus on students in Years 5 to 9
- Up to 6 students at any time will attend from **8.45am till 12.00pm** each school day (maximum of 20 days)
- The program is voluntary and parents/carers must give permission for their child/ward to attend
- Parents/carers are responsible for transporting their child/ward to and from the Centre each day
- The Home School is to provide an Independent work package for the student (as per Suspension and Expulsion Procedures 2005)
- Students will complete the home school study program and the Centre’s social skills program
- Referring schools will be contacted weekly by fax with an update of the student’s attendance at the Centre
- The head teacher will work closely with the mentor teacher to support the student’s return to school.

Referral Process

- Home School rings Return To School Centre to determine if a vacancy exits
- School discusses suitability of the student with the head teacher of the Return To School Centre and nominates a staff member to be the student’s mentor
- Email / Fax to Suspension Centre:
  - ✔ completed Notification of Suspension (Appendix 5 of the Suspension and Expulsion Procedures)
  - ✔ Completed Referral Form
  - ✔ School Counsellor Suspension Report
  - ✔ Risk Assessment
- School will receive notification of suitability of placement of each student
- If successful…. a date is set for the mentor to accompany the student and parent/carer to the Return To School Centre for a meeting to set up the program.

Factors determining suitability of placement include:

- behavioural/social/academic/emotional needs of individual students
- goals and aspirations of students
- safety
- parent/carer permission
- home school support and needs
- availability of places - the maximum number of students attending the RTRTSC on a daily basis is **six**.
RAYMOND TERRACE RETURN TO SCHOOL CENTRE - REFERRAL PROCESS

Student is suspended from school – Long Suspension

Principal determines suitability for placement at RTSC:
- Complete Notification of Suspension (Appendix 5)
- Select “Assistance from Regional Office required”
- Write “Request for placement at Raymond Terrace Return to School Centre” in comments
- FAX to SED

Phone HT RTSC on 0467 747028 for placement numbers and provide a brief overview of student and behaviour.

Email/Fax a copy of:
- Notification of Suspension (Appendix 5)
- Completed Referral Form
- School Counsellor Suspension Report
- Risk Management Plan

to HT RTSC on chad.brown@det.nsw.edu.au / 49831027

Regional principal representative: Irrawang HS determines suitability of placement

Not Suitable

Student undertakes suspension at home

At-risk student – Pro-active Intervention

NB. Priority given to students on Long Suspension

Phone HT RTSC on 0467 747028 for placement numbers and provide a brief overview of student and behaviour and goal of the intervention.

Email/Fax a copy of:
- Completed Referral Form
- School Counsellor summary
- Risk Management Plan

to HT RTSC on chad.brown@det.nsw.edu.au / 49831027

Placement meeting held with:
- Principal or principal’s representative
- Parent/carer
- Student
- Mentor
- Head Teacher RTSC (available pm only)

At the placement meeting
- Parent/carer must give permission for student to attend program
- Start date negotiated
- Home school provides independent work package

Suitable

Student attends Return To School Centre program from 8.45am -12pm daily for the remaining suspension length. Regular contact is maintained with mentor and home school and a final report of behaviour and application to work is provided to home school prior to suspension resolution.
RAYMOND TERRACE RETURN TO SCHOOL CENTRE - PLACEMENT SUMMARY

Student Attends RTSC

**UNSUCCESSFUL PLACEMENT**

- Serious incident of behaviour/non-attendance
  - Parent/carers and home school notified

- Placement revoked and student may be placed on new suspension by home school
- New suspension to be served after first suspension is completed

- Student completes remainder of suspension at home
- RTSC support is withdrawn for the period of that suspension
- Student returns to home school as per suspension timeframe

**SUCCESFUL PLACEMENT**

- Student attends RTSC and demonstrates
  - appropriate behaviour
  - satisfactory attendance
  - consistent application to academic work
  - compliance with program goals

- HT RTSC, home school, parent/carer, student and mentor devise plan and strategies to foster successful return to school

- Report and recommendations are provided to home school prior to suspension resolution, which outlines:
  - *suggested strategies to foster school success*
  - *recommendations for managing behaviour*
  - *support services available*
  - *a plan to implement mentor support*

Home school may seek support from Student Services
PLACEMENT PROCESS CHECKLIST FOR NOMINATING SCHOOLS
For students on LONG SUSPENSION

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<tr>
<th>STEP</th>
<th>ACTION</th>
<th>COMPLETED</th>
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| 1    | Principal or Principal’s Representative contacts HT RTRTSC to clarify numbers and provide brief overview of student  
- via phone on 0467 747 028 | | |
| 2    | Notification of Suspension (Appendix 5) to SED  
- tick box ‘assistance from Regional Office required’  
- write ‘request for placement at Raymond Terrace Return to School Centre’ in comments | | |
| 3    | Principal or Principal’s Representative sends written documentation to HT RTRTSC including:  
- Referral Form  
- Copy of Notification of Suspension and Letter  
- School Counsellor Suspension Report  
- Risk Assessment  
via email or fax on 4983 1027 | | |
| 4    | If successful.....  
**Notify Parent / Carer**  
- Parents/carers must give permission for students to attend the Return To School Centre program  
- Parent /carer and student must attend Intake Meeting | | |
| 5    | **Independent Work Package**  
- Home Schools must provide an Independent Work Package for student to continue with whilst attending the Centre | | |
# Placement Process Checklist for Nominating Schools

## For Pro-Active Intervention

<table>
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<tr>
<th>STEP</th>
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| 1    | **Principal or Principal’s Representative contacts HT RTRTSC to clarify numbers and provide brief overview of student**  
  - via phone on 0467 747 028 |
| 2    | **Principal or Principal’s Representative sends written documentation to HT RTRTSC including:**  
  - Completed Referral Form  
  - School Counsellor summary  
  - Risk Assessment  
  - via email or fax on 4983 1027 |
| 3    | **If successful...**  
  **Notify Parent / Carer**  
  - Parents/carers must give permission for students to attend the Return To School Centre program  
  - Parent / carer and student must attend Intake Meeting |
| 4    | **Independent Work Package**  
  - Home Schools must provide an Independent Work Package for student to continue with whilst attending the Centre |