### RAYMOND TERRACE RETURN TO SCHOOL CENTRE

### PLACEMENT PROCESS CHECKLIST FOR NOMINATING SCHOOLS

**WITH STUDENTS ON LONG SUSPENSION**

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