<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
<th>COMPLETED</th>
</tr>
</thead>
</table>
| 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  
  to HT RTRTSC 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 |  |