



# Raymond Terrace

## Return to School Centre



**2018 HANDBOOK**



## CONTENTS

1. OVERVIEW .....	3
1.1. CONTACT INFORMATION .....	3
1.2. PURPOSE .....	4
1.3. PARTICPATING SCHOOLS .....	4
1.4. REGIONAL MANAGEMENT COMMITTEE .....	4
1.5. PERSONNEL .....	5
1.6. PROGRAM GOALS .....	5
2. GUIDELINES AND OPERATION .....	6
2.1. STUDENTS .....	6
2.2. DURATION AND ATTENDANCE .....	6
2.3. RETURN TO HOME SCHOOL .....	7
2.4. STRUCTURE OF THE DAY .....	7
2.5. HOME SCHOOL PROGRAM AND CENTRE PROGRAM .....	7
2.6. TRANSPORT TO THE CENTRE .....	8
2.7. STUDENT ABSENCES .....	8
2.8. STUDENT BEHAVIOUR .....	8
2.9. ROLE OF THE HEAD TEACHER .....	9
2.10. MENTORS .....	10
3. REFERRAL AND PLACEMENT OF STUDENTS .....	12
3.1. REFERRAL AND PLACEMENT OF STUDENTS .....	12
3.2. INITIAL PLACEMENT MEETING .....	13
3.3. DURING THE PROGRAM .....	13
3.4. RE-ENTRY TO HOME SCHOOL .....	13
3.5. PLACEMENT PROCESS .....	14
3.6. PLACEMENT INFORMATION SUMMARY .....	16
3.7. PLACEMENT PROCESS CHECKLIST FOR NOMINATING SCHOOLS .....	18
4. PARENT / CARER INFORMATION .....	19
4.1. PARENT / CARER INFORMATION .....	19
5. EVALUATIONS .....	19
5.1. EVALUATION OF PROGRAM .....	19
6. APPENDICES .....	<b>Error! Bookmark not defined.</b>
6.1. Parent / Carer Information Package .....	<b>Error! Bookmark not defined.</b>
6.2. Home School Evaluation Form .....	<b>Error! Bookmark not defined.</b>
6.3. Parent/Carer Evaluation Form .....	<b>Error! Bookmark not defined.</b>
6.4. Student Evaluation Form .....	<b>Error! Bookmark not defined.</b>

## 1. OVERVIEW

### 1.1. CONTACT INFORMATION

**HEAD TEACHER:**           **Mr Chad Brown**

Located at:                   Irrawang High School  
Mount Hall Road  
Raymond Terrace NSW 2324

Phone:                       (02) 4987 4687

Fax:                         (02) 4983 1027

Mobile:                     0467 747 028

Email:                      [chad.brown@det.nsw.edu.au](mailto:chad.brown@det.nsw.edu.au)

Website:                    <http://www.raymondterracertsc.schools.nsw.edu.au/>

#### **Please Note:**



#### **PHONE CALLS**

When contacting RTRTSC by landline all calls will be answered by Irrawang High School staff. Leave a message for the 'Raymond Terrace Return to School Centre'.

Except in case of emergency, no phone calls to the mobile will be taken during class time and student entry/exit times - 8.45am-12.15pm.



#### **FAX**

Clearly mark fax as:

ATTN: Chad Brown 'Raymond Terrace Return to School Centre' and

mark 'CONFIDENTIAL'.



## **1.2. PURPOSE**

The Raymond Terrace Return to School Centre (RTRTSC) is an intervention for students who are on long suspension and have been identified by their school as being likely to benefit from a structured program to assist their successful return to schooling as soon as possible.

The RTRTSC will form part of a continuum of behaviour services for students who are disruptive. It aims to build the capacity of schools to deal successfully with disruptive students and assist students to make a successful re-entry to schooling following suspension.

Students who attend the centre remain the responsibility of the home school and strong links will be maintained throughout the period in the RTRTSC. Parents or caregivers are responsible for the care and safety of their children whilst on suspension.

## **1.3. PARTICIPATING SCHOOLS**

The RTRTSC will provide support to the following schools:

Irrawang High School	Hunter River High School
Irrawang Public School	Raymond Terrace Public School
Grahamstown Public School	Seaham Public School
Medowie Public School	Tanilba Bay Public School
Wirreanda Public School	Salt Ash Public School
	Karuah Public School

## **1.4. REGIONAL MANAGEMENT COMMITTEE**

The management committee will consist of the Principal responsible for the site on which the Raymond Terrace Return To School Centre is located, the Head Teacher of the RTRTSC and a representative from the participating schools.



The RTRTSC is the ultimate responsibility of the Principal responsible for the site on which it is located. As site manager under Occupational Health and Safety Legislation, the Principal retains the right to make the final decision in relation to a nominated student's placement.

### **1.5. PERSONNEL**

The program will be implemented by the Head Teacher RTRTSC, Chad Brown, and also be staffed by a School Learning Support Officer on 0.5 allocation.

### **1.6. PROGRAM GOALS**

- To build capacity and understanding in students on how to re-engage at school, reintegrate to positive work habits and prevent recurrence of the inappropriate attitudes and behaviours
- To provide skills development opportunities and support for the parents/caregivers of the students
- To provide professional development opportunities and support for teachers.

**Program goals will be achieved through the development and intervention of a structured program designed to meet the needs of individual students. The program will focus on:**

- identification of individual needs to facilitate the provision and implementation of management plans that will facilitate successful return of the student to the home school program
- modifying the behaviour which led to the suspension
- increasing resilience and building capacity in schools to manage challenging behaviour
- engaging mentors during and after the intervention
- engaging parents/carers to facilitate student's successful return to school
- completion of the independent work package provided by the home school.

## **2. GUIDELINES AND OPERATION**

### **2.1. STUDENTS**

The RTRTSC is available to students from Years 5-9 who:

- have been placed on **long suspension**
- have been assessed by the school as having the potential for successful return to school following suspension.

Other 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.

### **2.2. DURATION AND ATTENDANCE**

Students participate in the program between the hours of 8.45am -12.00pm. The starting day will be negotiated dependent on vacancies and nominations. Attendance will be negotiated between the HT Return To School Centre, home school, parents/carers and student at the initial placement meeting. The length of placement in the program will be no more than twenty school days.

A Special Circumstances Register is kept by the head teacher RTRTSC and will be sent to home schools on conclusion of student placement. For the length of suspension and regardless of placement at the RTRTSC, home schools must maintain students marked on rolls as "E" for suspension.

### **2.3. RETURN TO HOME SCHOOL**

Positive behaviour, attendance, participation in the Centre's programs and completion of an acceptable amount of work will assist in the successful return to school of the student. Links between the Head Teacher and the mentor of the home school will ensure the smoothest possible transition to school.

A written report will be provided to school after the student has returned to school.

### **2.4. STRUCTURE OF THE DAY**

Whilst in the Centre, students will undertake an appropriate and relevant behaviour program, and at the same time complete an Independent Work Package provided by the home school. The completed work will be returned when the student returns to their Home School. Students are expected to continue with their work package at home each day after finishing in the RTSC.

### **2.5. HOME SCHOOL PROGRAM AND CENTRE PROGRAM**

An individual work package will be provided by home schools for completion whilst the student is on suspension. (As per *"Procedures for the Suspension and Expulsion of School Students"* 2005.) This academic package will underpin requirements of the academic program of study and should include work that is relevant and maintains program integrity for the student.

The independent work package should include:

- a brief outline of expectations from individual teachers
- academic work that would be completed as part of the student's regular learning program
- relevant resources required to complete the work
- work that does not have practical requirements ie. use of bunsen burners, tools.



The academic program of study will be complemented by PBL (Positive Behaviour for Learning) sessions which will explore themes around:

- Taking responsibility for own actions and identifying solutions to problems
- Planning for better choices and building positive relationships.

## **2.6. TRANSPORT TO THE CENTRE**

Parents / caregivers are responsible for the transport of the student to and from the Centre every day. Each student at the completion of the daily program is given a LEAVE pass stating they have been attending a specialised program. Students are to go directly home unless organised otherwise between HT RTSC and the parent/carer.

If students are local to the area and it is deemed suitable by the HT RTSC they may make their own way to the RTSC via walking, bicycle, scooter etc..... each day and leave in the same manner.

## **2.7. STUDENT ABSENCES**

If a student is absent, the parents/caregivers are required to contact RTRTSC on (02) 4987 4687 or 0467 747 028 on the day of absence. When no such notification is received and the student is absent from the centre, the Head Teacher will notify the parent/carer and absences will be notified to the home school.

## **2.8. STUDENT BEHAVIOUR**

The management of student behaviour in a fair, consistent and effective manner will facilitate successful achievement of outcomes for students and promote safety for all.

Behaviour will be managed at the Raymond Terrace Return to School Centre through:

- clear and consistent application of rules
- effective implementation of a centre wide behaviour management system, with a focus on positive reinforcement
- application of clear and logical consequences
- implementation of risk management procedures in all aspects of centre operations and programs



- regular and ongoing communication with all stakeholders

If a student demonstrates inappropriate levels of behaviour that threaten the safety of others or severely impact on the ability of others to learn at the centre then the following may occur:

- behaviour will be addressed through the implementation of the centre behaviour management system
- at home isolation may be required as a proactive strategy and in response to inappropriate behaviour as a means of ensuring everyone's safety. Parents/carers may be required to pick their child up from the centre when at home isolation is determined as the most suitable option
- a student behaviour intervention meeting with HT RTRTSC, parents/carers/student and mentor may be held to enable refocus of goals and discussion of issues impacting on behaviour
- revocation of placement – HT RTRTSC liaises with the Regional Principal Representative and/or home school Principal / Principal's representative and parent/carer to review placement
- contact with emergency services '000' and the School Safety Response Unit will occur in circumstances related to the Department of Education and Communities Serious Incident Management policy and related incidents - including life threatening situations and criminal activities.

## **2.9. ROLE OF THE HEAD TEACHER**

The role of the head teacher is to:

- initiate positive behaviour change through assessment, development and implementation of strategies that will enhance the successful return of student's from their long suspension to their home school environment
- support school-based mentors

- provide information to the school regarding the level and progress of independent program of study and maintain program integrity set by home schools
- assist in negotiating the return of students from long suspension
- liaise with Regional personnel who may be supporting the school and the student
- coordinate between schools and outside agencies.
- liaise with school counsellors and DGOs
- attend suspension resolution meetings (if requested) - Head Teacher will only be available to attend meetings in the afternoon session - after 12.30pm
- review student's involvement in the program with school-based mentors
- monitor and support student progress - post return to school from suspension
- provide professional development/support to home school teachers and mentor
- Evaluate the effectiveness of the RTRTSC programs
- Foster positive school, parent/carer & student relationships and positive outcomes for all stakeholders.

### **Head Teacher Return to School Centre absence**

In the event that the HT RTRTSC is absent from duty, the program will cease for the duration of the teacher's absence. Parents/caregivers and schools will be notified at the earliest convenience, should this situation arise. All programs undertaken in the RTRTSC must be staffed with a School Learning Support Officer at all times.

### **2.10. MENTORS**

All students accessing the RTRTSC must have an identified mentor that can support students during and after participation in the program. Training and support may be provided by the Head Teacher RTRTSC.



Mentors need to have a genuine interest in students with learning and behavioural issues and the time and capacity to offer support. The mentor will offer regular support to the student during the initial few weeks after the suspension and continue with this as necessary.

After the completion of their mandatory suspension students are expected to return to their home school and continue with their education. It is hoped that these students will modify their behaviour in such a way that they will not re-offend. Unfortunately many have a long history of problems with their behaviour and learning (or both) and find it difficult coping with the return to school and benefit from extra support.

When returning to the home school environment the student may need support to implement the skills they have developed during their placement in the RTSC that will allow for a successful re-integration. Having a support person (mentor) provides a “solid backbone” for the difficult task that faces some students when returning to the home school.

### 3. REFERRAL AND PLACEMENT OF STUDENTS

#### 3.1. REFERRAL AND PLACEMENT OF STUDENTS

- At the time of the suspension the principal considers whether the student may benefit from the intervention program provided by the Raymond Terrace RTSC. Phone the HT RTRTSC to clarify numbers and provide a brief overview of student.
- Principal completes the Notification of Suspension form (Appendix 5 of the *Suspension and Expulsion Procedures*)
  - ✓ tick yes to 'Assistance from Regional office required'
  - ✓ in the comment section indicate that the student is '*to be considered for placement at the Raymond Terrace Return to School Centre*'.
- Forward the documentation to the School Education Director Hunter/Central Coast and fax/email a copy of the Notification of Suspension form, completed Referral Form, School Counsellor Suspension Report and risk management information to the HT Return To School Centre on 02 4983 1027.
- The RTRTSC local management committee will consider nominated students, determine suitability, prioritise candidates and determine conditions of entry to the program where the behaviour profile is of concern. Further consultation with the Student Services Coordinator and/or Student Services Officer/Student Welfare Consultant may occur to further determine suitability of placement.
- Schools will receive notification of suitability of placement of each student.
- If the RTRTSC is considered to be an appropriate form of intervention for the nominated student, then an initial placement meeting will be held to discuss the conditions of placement.

### **3.2. INITIAL PLACEMENT MEETING**

#### **Participants:**

- Principal (home school) or Principal's Representative
- Head Teacher Return to School Centre
- Parent/Carer
- Student
- Mentor (students attending Return to School Centre program must have an allocated mentor, it is preferred that the identified mentor is part of the initial placement meeting)

#### **At the initial placement meeting:**

- Parent/carers must give approval in writing for students to participate in the Return To School Centre. The permission note and student placement information needs to be completed prior to the student commencing at the centre.

### **3.3. DURING THE PROGRAM**

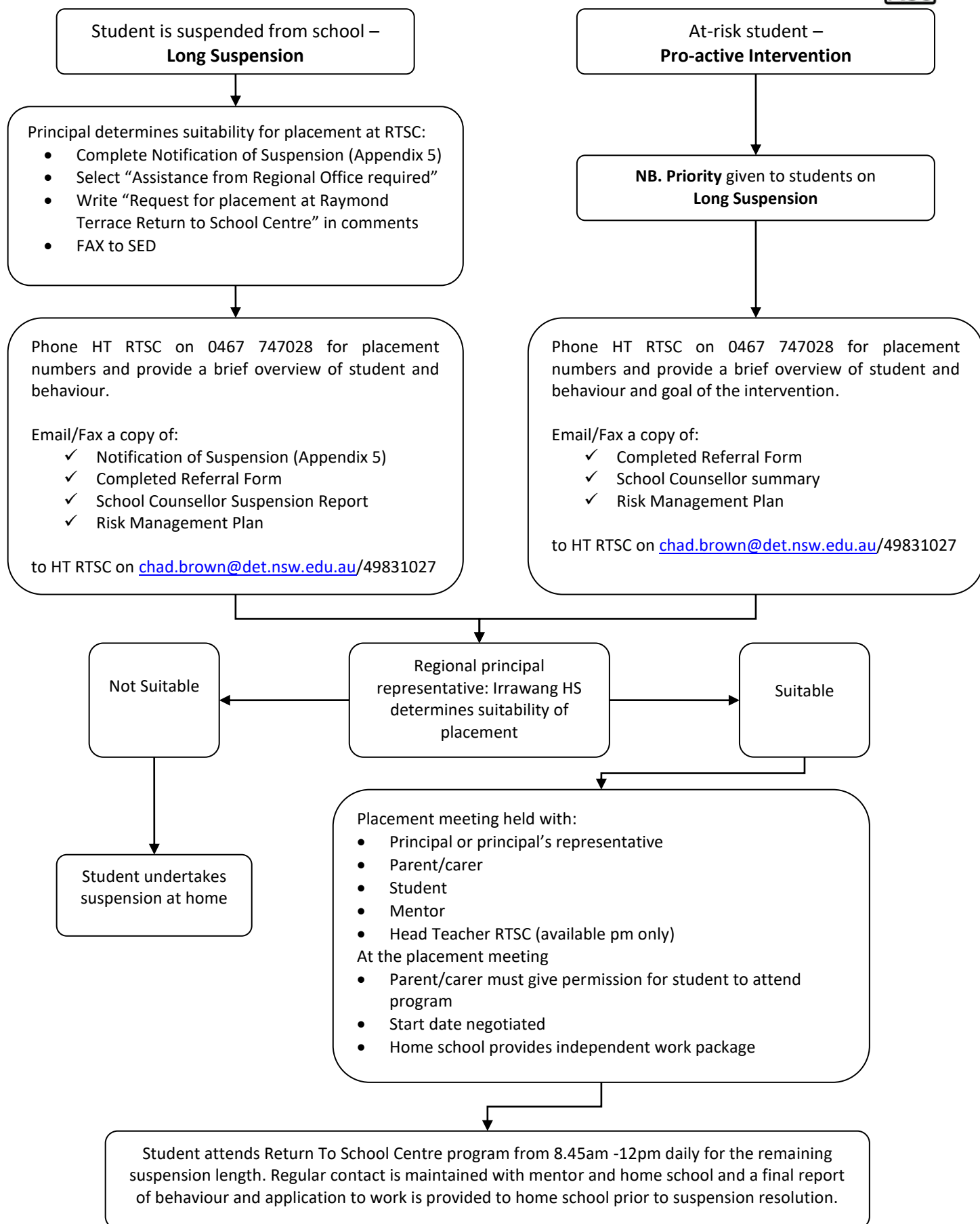
- Regular contact will be maintained with the home school mentor to discuss student progress and proposed re-entry program to school
- An individual student profile which identifies student's individual needs and recommended follow-up will be developed for each student and provided to the home school.

### **3.4. RE-ENTRY TO HOME SCHOOL**

- Positive behaviour, attendance and completion of set work will assist in the successful return to home school. A team approach, utilising the experience and expertise of the HT RTRTSC, mentor, parent/carers, school Learning Support Team, relevant support services and other appropriate staff will ensure a smooth transition back to school
- The home school will convene a resolution meeting in accordance with revised "*Procedures for the Suspension and Expulsion of School Students (2005)*"
- A written report detailing student progress at the RTRTSC will be provided to the home school prior to resolution.



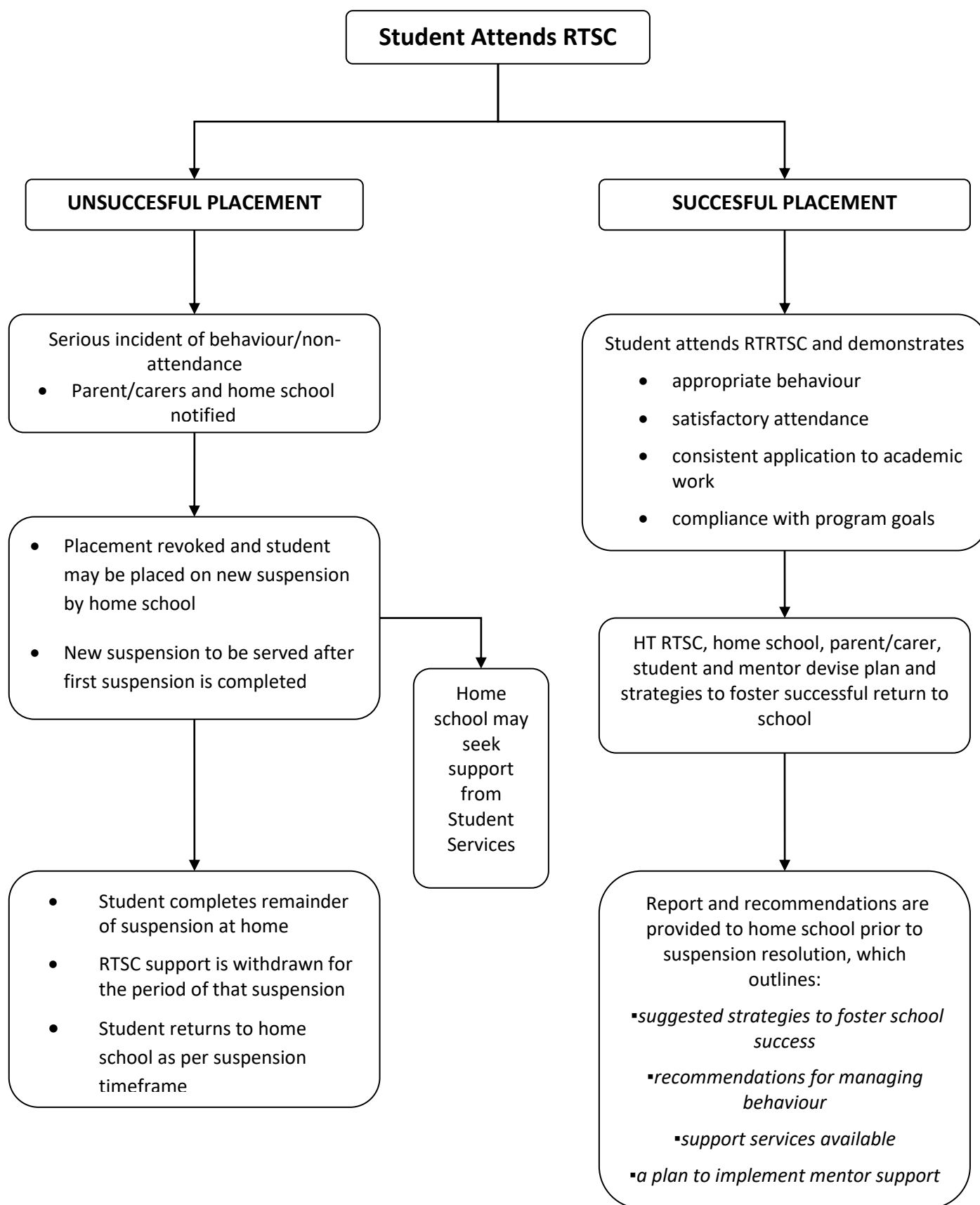
### 3.5. PLACEMENT PROCESS





### 3.6. PLACEMENT INFORMATION SUMMARY





### 3.7. PLACEMENT PROCESS CHECKLIST FOR NOMINATING SCHOOLS

STEP	ACTION	COMPLETED
1	<p><b>Principal or Principal's Representative contacts HT RTRTSC to clarify numbers and provide brief overview of student</b></p> <ul style="list-style-type: none"> <li>• via phone on 0467 747 028</li> </ul>	
2	<p><b>Notification of Suspension (Appendix 5) to Director</b></p> <ul style="list-style-type: none"> <li>• tick YES 'assistance from Regional Office required'</li> <li>• write 'request for placement at Raymond Terrace Return to School Centre' in <i>comments</i></li> </ul>	
3	<p><b>Principal or Principal's Representative sends written documentation to HT RTRTSC including:</b></p> <ul style="list-style-type: none"> <li>• Referral Form</li> <li>• Copy of Notification of Suspension and Letter</li> <li>• School Counsellor Suspension Report</li> <li>• Risk Assessment</li> </ul> <p>via email or fax on 4983 1027</p>	
4	<p><b>If successful...</b></p> <p><b>Notify Parent / Carer</b></p> <ul style="list-style-type: none"> <li>• Parents/carers must give permission for students to attend the Return To School Centre program</li> <li>• Parent /carer and student must attend Intake Meeting with mentor</li> </ul>	
5	<p><b>Independent Work Package</b></p> <ul style="list-style-type: none"> <li>• Home Schools must provide an Independent Work Package for student to continue with whilst attending the Centre</li> </ul>	



## **4. PARENT / CARER INFORMATION**

### **4.1. PARENT / CARER INFORMATION**

A Parent / Carer Information Package including consent forms is in the Appendices.

## **5. EVALUATIONS**

### **5.1. EVALUATION OF PROGRAM**

Students' home schools will be asked to complete an Evaluation Form (after the return of the student from the Raymond Terrace Return To School Centre) to evaluate the student's return to school. This form will help in continual improvement of the programs provided.

Parents/carers will also be required to complete an Evaluation Form after the student has returned to their home school.

One day prior to the student leaving the Return To School Centre, they will complete an evaluation with the head teacher.

Evaluation Forms can be found in the Appendix.

- Home School Evaluation Form
- Parent / Carer Evaluation Form
- Student Evaluation Form