

RAYMOND TERRACE RETURN TO SCHOOL CENTRE



PLACEMENT PROCESS CHECKLIST FOR NOMINATING SCHOOLS
WITH STUDENTS ON LONG SUSPENSION

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