

Principal Checklist and Initial Referral Information

Fresh Start Return To School Program
Carinya Campus
Cnr of Coleborne Ave & Judd St, Mortdale 2223
Phone: 02 85671090

The Fresh Start Return to School Program is designed to assist students on a suspension longer than 4 days who are likely to return to school after the resolution of the suspension. The program provides support to students during their suspension from school and facilitates a successful return to school routine.

The rationale for this program is that suspension from school is a significant event and provides an opportunity for all involved to develop appropriate strategies to manage issues of concern.

The program provides an opportunity for the student to consider the experiences and behaviour that led to the suspension. It also allows the investigation of the support and change necessary to successfully return to school.

Fresh Start aims to promote positive change, restoration, encourage engagement and maintain connection for all students.

Program Operation

Fresh Start is staffed by a Head Teacher and a School Learning Support Officer.

Fresh Start program assists the student to engage in the learning program provided by their school. Fresh Start works with the student, carers and the school to address the issues around the suspension.

The Head Teacher of Fresh Start will work with the school, student and families to assist in the development of a return to school plan. The progress of the student will be communicated to stakeholders.

The program operates from a Campus located on the corner of Coleborne Ave and Judd St Mortdale, with entry via Judd St.

Students attend the program from 9am to 11:30am each school day during the suspension. Students return to the care of their parent/carer after 11:30am. Support and consultation with referring schools following student departures from the site.

The referring principal consults with their relevant Fresh Start principal representative to determine the eligibility and suitability of the student for the program. If suitable a referral is completed and forwarded to their relevant Learning and Wellbeing Adviser. Upon endorsement and subject to availability a parent and student interview is arranged by the Head Teacher of the program.

Program & Learning

Fresh Start Return to School program will support students for a positive return to school and plan for longer term positive engagement with their school. Students will explore the reasons for the suspension and ways to manage future situations. Interventions may involve teaching the student specific strategies to seek help and or manage difficulties. The return plan will reflect the assessed needs of the student in the areas of interpersonal skills, self-regulation and self-monitoring skills, academic performance and future pathways.

An essential element of the program is the collaborative work of the Fresh Start Head Teacher with the student's learning support team and school executive. The school is critical in identifying key supports for the student. Any collaborative work will be negotiated with school executive. It is reasonable to expect that Fresh Start may work with some of the following support staff: student's mentor, year advisor, school counsellor, learning support team, learning support team coordinator, school counsellor, student support officer, LaST, head teachers, class teacher(s), deputy Principal or Principal.

The Fresh Start Head Teacher will support the referring school as needed to prepare for a successful return for each student accepted into the program. The goals set will depend on the issues of concern and support needs of the student and school.

The initial process for principal referrals to the Fresh Start RSP – Carinya Campus is outlined below (Also see Fresh Start Process Map)

Step 1

Contact your Fresh Start Principal Representative to discuss a student for referral and together complete the [Principal checklist](#) over the phone (see below form).

Step 2

School Principal completes [Referral form](#) (See website) and emails with attachments to your Fresh Start Principal Representative to (FSPR).

Fresh Start Principal Representative emails completed Principal Checklist, completed Referral form and any additional documents to their Learning and Wellbeing Advisor.

Step 3

Learning and Wellbeing Advisor to email endorsed referral (Principal checklist, Referral form and attachments) to the Head Teacher at Fresh Start – Carinya Campus.

Step 4

Fresh Start Head Teacher will contact the family and schedule a meeting with the parent/carer and student at Fresh Start - Carinya Campus Mortdale.

Step 5

Student commences at Fresh Start.

Below is the Fresh Start Principal Representatives

Please call the representative from your Education Office to complete the Principal Checklist over the phone then complete the referral form once advised by Fresh Start Principal Representative.

Fresh Start Principal Representative – Miranda Office

- Mardi Benson, Principal - Woollooware High
Contact details: Phone: 9523 6752
Email: mardi.benson@det.nsw.edu.au

If unavailable please contact another Fresh Start Principal Representative

Fresh Start Principal Representative – Riverwood Office

- Susie Claire Mobayed, Principal - Condell Park High School
Contact details: Phone: 9709 4522
Email: susie.mobayed@det.nsw.edu.au

If unavailable please contact another Fresh Start Principal Representative

Fresh Start Principal Representative - Arncliffe Office

- Natalie Hale, Principal – Moorefield Girls High School
Contact details: Phone: 9587 6095
Email: natalie.hale@det.nsw.edu.au

If unavailable please contact another Fresh Start Principal Representative

Learning And Wellbeing Advisor

Arncliffe Office	Nicole Moore	E: nicole.moore16@det.nsw.edu.au
Miranda Office	Melinda Feld	E: melinda.feld@det.nsw.edu.au
Riverwood Office	Natalie Miller	E: natalie.miller@det.nsw.edu.au

If LWA is unavailable please contact your Education Office Learning and Wellbeing Coordinator

Note: Unexpected vacancy – In the case of an unforeseen vacancy in the program, the LWA will consult with referring school awaiting a position in the program.

Please see Principal Checklist below on next page

Fresh Start Return to School Program - Carinya Campus Principal Checklist

Please complete this checklist with your Fresh Start Principal Representative over the **phone**, then Fresh Start Principal Representative will **email** to Learning and Wellbeing Advisor.

Student: _____ **School:** _____ **Date:** _____

Principal: _____ **Date of Suspension** _____

Reason for suspension:

- | | |
|--|-------|
| ▪ Is the student likely to return to your school after the suspension? | Y / N |
| ▪ Is the student likely to attend the program regularly? | Y / N |
| ▪ Are the parents/carers supportive of a referral to the program? | Y / N |
| ▪ Has School Counsellor advice been completed/given? | Y / N |
| ▪ Are there any risks or behaviours that will need to be managed? | Y / N |

Describe:

- Has the school identified a member of the Learning Support/Wellbeing Team to support the student while at Fresh Start and following the student's return to school? Who? _____ Y / N
- Is an earlier resolution to the suspension possible? Y / N
- Is the school willing to facilitate a minimum of two contacts by the school Wellbeing Team with the student (Contact can be onsite or via Teams)? e.g. includes SSO, School Counsellor, School Mentor etc. Y / N
- Are the parents/caregivers and student willing to attend an orientation meeting at the Fresh Start Program? Y / N
- Has a study program been put in place for the student? Y / N
- Is the school willing to consult with 'Team around a School' for ongoing support for the student's return? Y / N

Who will be managing the referral at the school? _____

*** A Risk Assessment (WHS format)/Risk assessment information must be provided with the application.**

School to complete referral form

Fresh Start Principal Representative (Once signed please email to your Network LWA)

Name: _____ **Signature:** _____ **Date:** _____

ENDORSED FOR REFERRAL (Once endorsed email to Fresh Start Head Teacher with Referral Form)

Network Learning and Wellbeing Advisor Name: _____

Signature: _____ **Date:** _____