

Parent or Caregiver Information

Parents or caregivers are responsible for the care and safety of their children whilst on the suspension.

The Karayuna Learning Centre

Time-out from school is an opportunity for students to think about their learning and behaviour.

The Karayuna Learning Centre is a teacher supervised program to assist and support your child to consider their learning and behaviour and to plan to return successfully to school.

Location

In the grounds of Drummond Memorial Public School, Rusden Street, Armidale 2350.

Program

A program suitable to the learning needs and circumstances of individual students will be developed based on information provided by the home school and discussions with your child. Students must bring all textbooks, writing materials to the Karayuna Learning Centre.

The HT at the Karayuna Learning Centre will provide tutoring sessions to assist your child and establish a behaviour management program that will be continued on return to school.

Duration of the day

Your child should attend the program as stipulated in the table below and return to their home school directly after this time.

STUDENT TIMETABLE

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
9.30- 1.00pm					
1.00- 3.10pm					

 **CENTRE OPEN**

Transport to the centre

You are responsible for the transport of your child to and from the Centre.

Access to food facilities

There are no canteen facilities. It is recommended that your child bring consumables from home if required.

Contact with the HT Karayuna Learning Centre

Please contact the HT Karayuna Learning Centre if you have any concerns about your child whilst they are attending the program.

If your child is sick and unable to attend, please phone the HT Karayuna Learning Centre as early as possible on that day. You will be contacted if your child has not arrived by 11.00am.

Contact with home school

The HT Karayuna Learning Centre will work with your child's school throughout the period.. A school-based case manager will also work closely with the HT to ensure that your child's return to school is successful.

Students are required to wear school uniform while attending the program.

STUDENT WHO POSSESSES MOBILE PHONES WILL HAVE TO GIVE TO CENTRE STAFF AT THE BEGINNING OF THE DAY. THE PHONES WILL THEN BE RETURNED WHEN THE STUDENTS LEAVE.

Karayuna Learning Centre Permission Note

Student Name: _____ **DOB:** _____

School: _____ **ATSI or NESB** _____

Parent's Email: _____

Parent/Carer Phone Numbers: _____

I understand my son or daughter is participating in a REVIVE Program from school.

1. I understand that I am fully responsible for transporting my child to and from the Karayuna Learning Centre.
2. Full school uniform is to be worn when attending the Karayuna Learning Centre.
3. He or she will be attending the program as negotiated until the end of the suspension. See attendance table.
4. He or she will return home after finishing at the Karayuna Learning Centre.
5. In the event that no-one comes to pick up my son/daughter/ward, I give permission for them to walk home from the Karayuna Learning Centre between the following dates: / /
to the / /
6. He or she will work with the HT Karayuna Learning Centre to determine strategies for coping successfully in the school environment.
7. If my child's behaviour is unacceptable, I understand that he/she will be sent home. I will arrange for a responsible adult to collect my child and return them home. If this is not able to be achieved, I understand that my child will be sent home in a taxi.

I have read and understand the information above.

I give permission for my son or daughter _____ to participate in the Karayuna Learning Centre, for the duration of his or her program.

Signed: _____

Date: _____

Entry Form

The information provided is obtained for the purpose of access to the Karayuna Learning Centre.

Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)

1. Name _____ Phone: _____
2. Name: _____ Phone: _____

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.).
Outline the treatment for each.

Outline special dietary needs including possible reaction to inappropriate diet.

Medication: Yes No

List of Medication and Dosage required to be administered

Medication(s) to be administered during the access to the Karayuna Learning Centre. Include name of medication, instructions for administration, time of administration, and any possible reactions. Any medication to be taken by the child will be under supervision of staff. **NO RESPONSIBILITY WILL BE TAKEN.** All medication will be secured by staff at the Centre and access by the student will be given when necessary.

As the parent or caregiver what goals do you see for your child?

As the student attending the Karayuna Learning Centre, what do you see as your goals for the time you spend at the centre? what behaviours get you in trouble?

During the students access to the Karayuna Learning Centre some activities will include:

- personal development and mental health issues/programs that maybe taught by outside personal,
- watching of videos that maybe M rated,
- release and seek information from outside agencies to assist in the provision of appropriate services,
- be filmed and pictures taken on camera and video as part of our educational program and
- participate in short excursions around town.

I **do** consent to my son/daughter participating in the planned activities as outlined above.

I **give** permission for my child to receive medical treatment in case of emergency.

Student Signature: _____ *Date:* _____

*Parent or Caregiver
Signature:* _____ *Date:* _____

Teacher Signature _____ *Date:* _____