

# ***The Karayuna Learning Centre***

“The Path to Tomorrow”



## **Handbook**

This is a working document and therefore changes may be made without notice and will be considered to be as valid as any other section of the handbook.

Updated Version: 2024

# ***The Karayuna Learning Centre***

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# ***The Karayuna Learning Centre***

- **Background, Purpose and Location**

## **.1. Background**

*The Karayuna Learning Centre* is a support service available that provides an intervention for students on a suspension of longer than 4 days. These students have been identified by their schools as likely to benefit from a structured program to assist with a successful return to their school as soon as possible.

To comply with the *Suspension and Expulsion of School Students Procedures* schools need to provide a **program of study and relevant resources** for the duration of the suspension, even if the student is successful in entering *The Karayuna Learning Centre* program.

*The Karayuna Learning Centre* initiative has the capacity to strengthen the partnership between parents/carers and schools. It is especially important in building parent recognition of their responsibility for taking an active role in modifying the inappropriate behaviour of their child. Therefore, for the intervention to be successful a collaborative approach will be adopted involving the census school, the parents, the student and the centre.

## **.2. Purpose**

Suspension centres will:

- form part of a range of behaviour support services for students with disruptive behaviours, such as school learning and support team interventions, individual planning, learning and support teacher interventions, and Team Around a School interventions
- increase the capacity of schools to respond successfully to disruptive and challenging student behaviour
- assist students to make a successful re-entry to their census school.

## **.3. Goals**

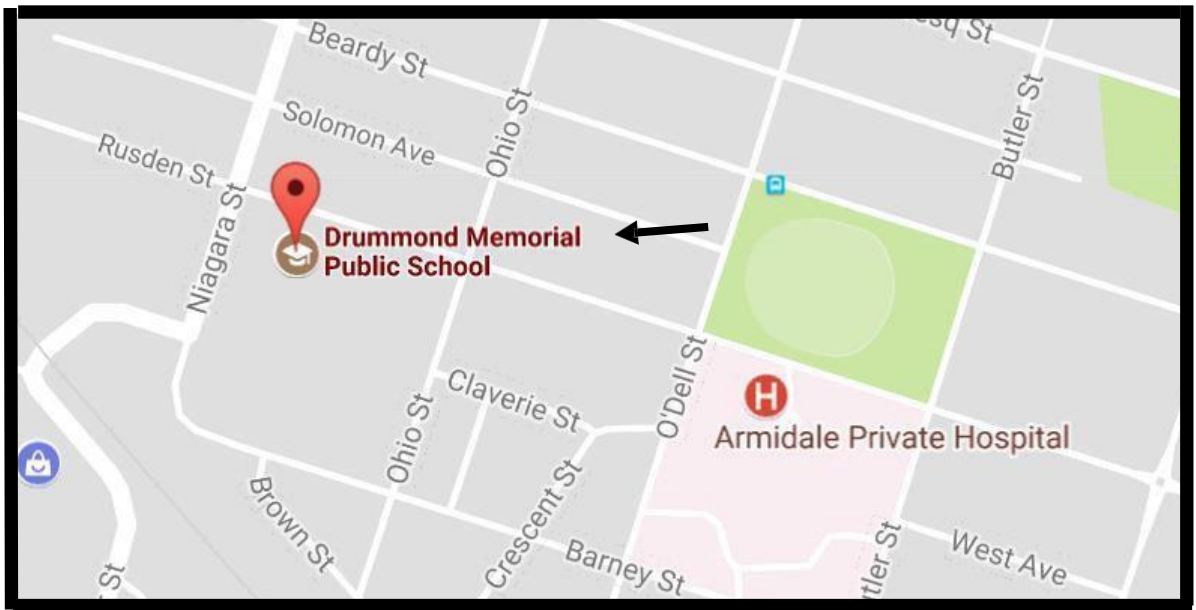
The goals of the centre will be:

- assist students to reflect on and understand their behaviour and its consequences.
- reinforce and develop appropriate attitudes and behaviours.
- build capacity and understanding of students in how to re-engage at school, re-integrate positive work habits and prevent recurrence of inappropriate behaviours.
- provide skill development opportunities and support for the parents/carers of students.
- provide professional development opportunities and support for census school staff.

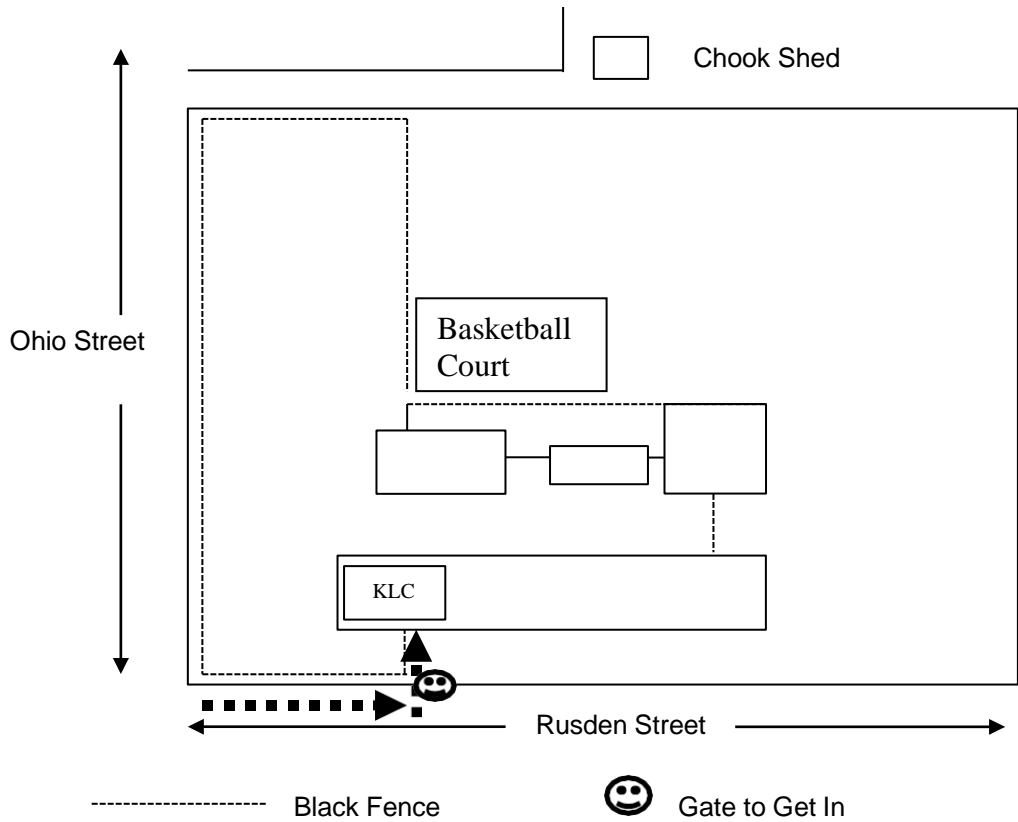


**.4. Location:**

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



**To Enter:**



## **2. Eligible Students, Management Committee and Structure and Structure of the Day**

### **2.1 Eligible Students**

Students who are experiencing their first long suspension in the calendar year from Years 5 to 10 are the primary target group. Students on their first long suspension will have priority over other suspended students. The starting day of a student's placement will be negotiated with the Head Teacher of *The Karayuna Learning Centre* and will depend on vacancies, the students already accessing the centre and the outcome of any risk assessments.

Students who:

- have been placed on a suspension longer than four days.
- are assessed by the census school as having the potential to benefit from a structured intervention to assist them to successfully return to their school following a suspension.

Preferred Criteria for eligible students includes:

- Resilience - physical and emotional
- Parent/caregiver support
- Willingness to participate and work towards reintegration.
- Reflective practice
- Appointment of a suitable mentor from the census school before the student enters *The Karayuna Learning Centre*

Feeder schools eligible to apply on behalf of students for placement at *The Karayuna Learning Centre* include all schools primary and secondary within the outer boundary being encompassed by Guyra Central School, Walcha Central School, and Uralla Central School. Transport is the responsibility of parents or carers.

### **2.2 The Karayuna Learning Centre Management Committee**

The management committee will be chaired by the Principal responsible for the site on which *The Karayuna Learning Centre* is located. The Head Teacher, the School Counsellor on site, a member of the community, Learning and Wellbeing Advisor and the Learning and Wellbeing Officer will constitute the membership of *The Karayuna Learning Centre* Management Committee.

### **2.3 Management Structure**

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

However, the operational guidelines and *The Karayuna Learning Centre's* policies and all other supporting documentation require the approval of *The Karayuna Learning Centre* Management Committee prior to implementation.

The placement of students in *The Karayuna Learning Centre* will be through consultation between the centre's Principal and Head Teacher.

### **2.4. General Operating Principles**

The suspension centre:

- will be established and managed under the local Delivery Support executive.
- model will be determined according to local needs.
- students will remain the responsibility of the census school and strong links will be maintained throughout the period of attendance at the suspension centre.
- expectations will mirror the census school expectations.
- length of stay will be no more than ten school days unless approved/consulted with the DEL as part of a suspension extension request during the suspension period.
- students will be referred to their census school principal if their behaviour is such that it threatens the health and safety of other students or impacts the learning or wellbeing of others whilst they are in the centre.

## 2.5 Structure of the day

The centre is open from **9.30am** until **1.00pm** each day of the week.



Students from outlying schools will need to make their own travel arrangements re' buses etc provide lunch and morning tea. Prior to 9.30 am and after 1.00 pm students will be in the care of their parents/carers.

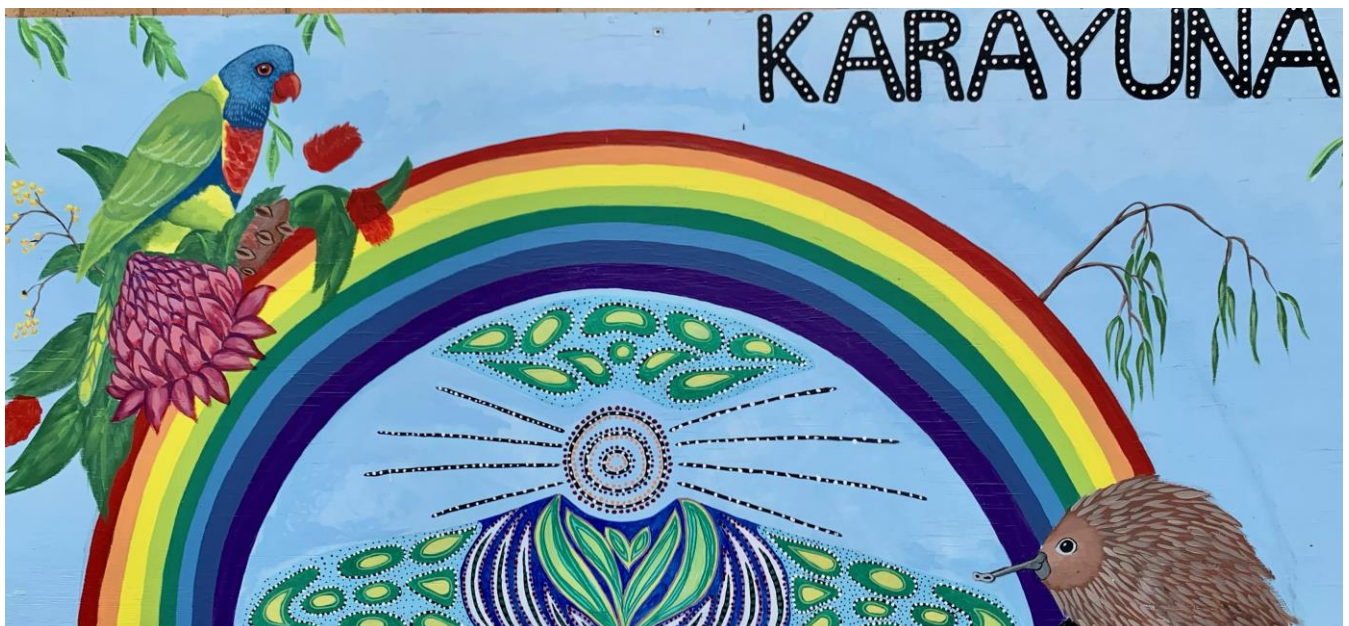
Whilst attending *The Karayuna Learning Centre* students will complete the work package provided by their census school and participate in an appropriate behaviour program.

### Staff Overview:

**Staffing:** Head Teacher (Tuesday-Friday) – Heidi Waters  
Casual Teacher (Monday)  
SLSO – Kate Clare

	MOND	TUES	WED	THUR	FRI
9.30 AM - 1.00 PM	TEACHING	TEACHING	TEACHING	TEACHING	TEACHING
1.00 PM - 3.30 PM					

KEY	 Teaching Hours
	 Administration/Other



**Weekly Overview:**

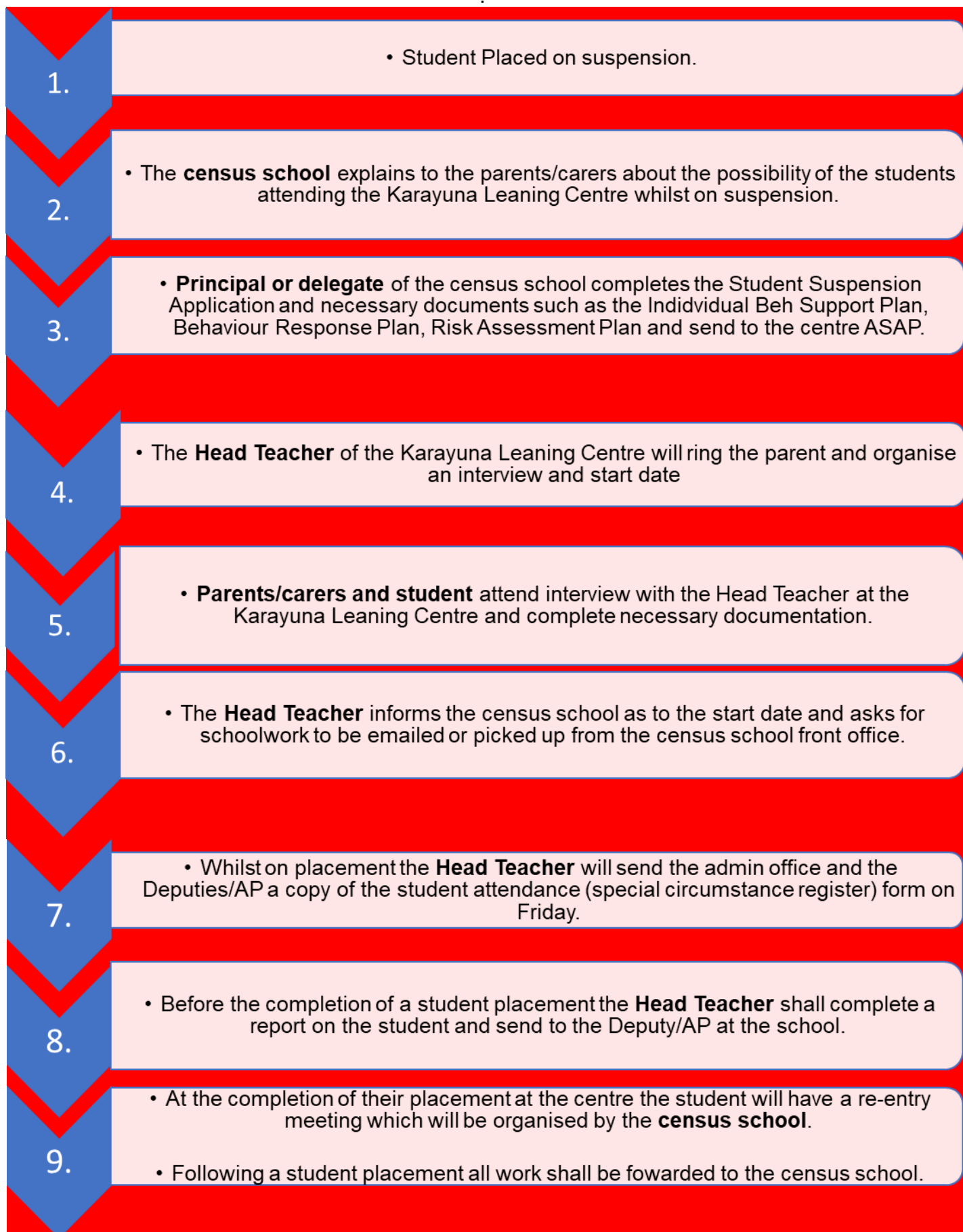
Please find following an overview of what learning occurs at the Karayuna Learning Centre. Please note that the timetable must always be flexible to cater to the individual needs of students.

TIME	ACTIVITY
Before 9.30am	<b>Breakfast</b> <b>Games</b> <b>Computer work</b> <b>Reading a book</b> <b>General discussion</b>
9.30am – 10.00am	<b>Morning Meeting</b> <ul style="list-style-type: none"> <li>- Reflection of the day before</li> <li>- Variation of routine</li> <li>- Feelings about today and general overall wellbeing</li> <li>- What we are doing for the day – Lesson Overview</li> <li>- Short brain teaser/activity/UNO/Trivial Pursuit/Monopoly</li> </ul>
10.00am – 11.00am	<b>Social and Behavioural Programs</b>
11.00am-11.30am	<b>RECESS</b>
11.30am – 12.30pm	<b>Individual Academic Programs</b>
12.30pm – 1.00pm	<b>Interest Activities</b> including – sport, art, D&T etc



### 3. Referral Process

## KARAYUNA LEARNING CENTRE Suspension Referral Process





## **4. Staffing and Contact with Parents and/or Carers**

### **4.1. Staffing**

The Karayuna Learning Centre is staffed by a Head Teacher, a Student Learning Support Officer, and professional consultants.

If the Head Teacher is unable to attend the centre due to illness or professional learning, a casual will be sought, or the centre may be closed for the duration of the Head Teacher's absence. If it is necessary to close *The Karayuna Learning Centre* due to a casual teacher not being able to be found, the Principal will ensure that parents and carers are contacted as early as possible.

The Head Teacher will be responsible for:

- Promoting awareness of *The Karayuna Learning Centre* and its operation in liaison with regional personnel
- Providing learning programs for students attending the centre
- Initiating and facilitating the development of behaviour intervention plans for attending students.
- Consulting with regional behaviour teams and school learning support teams to develop and implement ongoing supports to facilitate successful behaviour and academic interventions for students returning to school after a suspension.
- Supervise the Students Learning Support Officer.
- Liaise with *The Karayuna Learning Centre's* Management Committee and school principals to ascertain the suitability of students accessing the centre
- Participate in the ongoing evaluation of the program in collaboration with the local management committee, and regional personnel such centres.
- Coordinate and arrange Committee meetings.
- Maintain records and collect data to assist in the ongoing planning and monitoring of the program.
- Knowledge and understanding of EEO, WHS, ethical practice and EAPS.

### **4.2. Contact with Parents and/or Carers**

The program is voluntary and offered to support students placed on long suspension, to successfully return to school. Punctuality, regular attendance, and successful participation in the program may reduce the student's length of suspension and allow early return to school.

Parents or carers must give their approval in writing at the pre-intervention interview for their child to access the centre. Continued positive contact with parents/carers will be encouraged. Parents will be requested to supply contact information and be aware that if their child's behaviour is inappropriate, they will be notified by the Head Teacher and their child may be sent home.

An information brochure for parents providing details of *The Karayuna Learning Centre* program is available.

## **5. Contact with Schools, Student Absences, Medication, Reintegration, Mentor Guidelines and Evaluation**

### **5.1. Contact with Schools**

Initial contact is by phone and/or completing *The Karayuna Learning Centre's* Application for Placement to the Head Teacher of the Suspension Centre.

Regular contact will be maintained with the student's census school to discuss progress and program implementation in preparation for returning to school. An individual plan addressing areas of need will be developed by the Head Teacher (*The Karayuna Learning Centre*).

## **5.2. Student Attendance/Absences**

### **In accordance with Student Attendance in Government Schools: Procedures:**

- The attendance register at the census school will be marked as 'E' for the period that the student is not attending the census school during the suspension period (for a maximum of 10 school days unless an extension has been consulted/approved with the DEL).
- The head teacher of the suspension centre will complete the Special Circumstance Register for the period of time that the student attends the suspension centre.
- At the conclusion of the period of time that the student spends at the suspension centre, the head teacher will forward a copy of the Special Circumstances Register to the census school.
- The census school will insert a comment in the attendance register (roll) that the student has been attending the suspension centre.

If a student is absent, the parents or caregivers are requested to contact *The Karayuna Learning Centre* on the morning of the student's absence by 9.30 am. When no such notification is received, and the student is absent, the Head Teacher will notify the census school and the parents by morning tea of that day. Details of student attendance at *The Karayuna Learning Centre* will be sent to the student's census school each Friday.

## **5.3. Medication**

Medication will be administered as per parent's instructions by the trained SLSO or the Head Teacher. All student medication will be secured by staff in a labelled container provided by the parents or caregivers. Parents/Carers are to complete the Administering Medication form with details of the medication including what it is for, dosage, the time of administration and possible reactions are to be provided by parents/carers at the pre-intervention interview.

## **5.4. Reintegration (Return to School Procedure)**

Positive behaviour, attendance, and completion of an acceptable amount of work will assist in the successful return to school of the student.

Links between the Head Teacher (*The Karayuna Learning Centre*) and a nominated person from the census school will ensure the smoothest possible transition to school. Students returning to school after suspension will be supported through the care continuum of available support services including mentoring and school counsellor/psychologist support, if required.

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

## **5.5. Evaluation – Surveys on Survey Monkey**

Students' census schools will be asked to complete a survey, on *Survey Monkey* to evaluate the students return to school. This form will help in continual improvement of the programs provided.

Parents/carers will also be required to complete an interview over the phone within a week of the student returning to school. The teacher will then add the answers onto the specific survey on

One day prior to the student leaving the Karayuna Learning Centre, they shall complete an evaluation with the teacher. The teacher will then add the answers onto the specific survey on

## **6. Learning Materials, the Behaviour Program and School Counsellors**

### **6.1. Learning Materials**

The student's census school should provide appropriate curriculum-based learning material as required by the *Suspension and Expulsion of School Students Procedures*. If required work provided should be adjusted/modified to suit the learning needs of the individual student. The Head Teacher (*The Karayuna Learning Centre*) will also monitor the student's progress in completing the behaviour and social skills programs provided by the centre.

## **6.2. The Behaviour Program**

The behaviour program will include modules on communication, physical health, mental health and social skills. The program will be tailored to suit the needs of the individual student and will focus on addressing the behaviours that led to the suspension. The Learning Support Team of the student's census school will provide ongoing support after the student returns to school taking into account the program the student has been following at *The Karayuna Learning Centre*.

## **6.3. School Counsellor**

A School Counsellor is not attached to *The Karayuna Learning Centre*. The student's census School Counsellor should:

- write a report if a child is given a long suspension, however not for a short suspension. Preferably, the report is written before the student returns to school so that the recommendations that the counsellor makes can be considered and actioned prior to resolution of the suspension. However, this is not always possible depending on time frames etc.
- contribute to the process of engaging the student and family and eliciting a commitment to change.
- assess the student's learning, behavioural, family, and social needs, liaise with other agencies and recommend additional interventions, support or assessments.
- provide intensive short-term counselling or support upon the student's return to the census school, where appropriate.
- telephone the Head Teacher of *The Karayuna Learning Centre* to ascertain whether information from the *Centre* may be appropriately included in the suspension report or added to the Guidance file.

***"Each student has their own story and  
is on their own journey.  
Our role is to guide and support them."***

