

Making a referral to Fresh Start Return To School Program



www.carinya-freshstart.schools.nsw.gov.au

Once a student has been issued with a suspension longer than 4 days, follow these steps:

- 01** Referring Principal contacts their Fresh Start Principal Representative and completes Principal Checklist over the phone
- 02** Referring Principal completes Referral form and emails to Fresh Start Principal Representative
- 03** Fresh Start Principal Representative emails completed Principal Checklist and Referral form to Learning & Wellbeing Adviser for endorsement
- 04** LWA reviews Principal Checklist and Referral Form, confirms availability and advises referring Principal and Fresh Start Head Teacher via email to proceed with initial meeting
- 05** LWA to email endorsed Principl Checklist, Referral Form and additional documents to Fresh Start Head Teacher.
- 06** Initial orientation meeting between Fresh Start HT, parent/career and student. Start date is set, referring school advised.
- 07** Referring school forwards student learning program to Fresh Start Head Teacher.
- 08** Referring school learning and support team representative including school counsellor to contact Fresh Start regarding student support needs.
- 09** Fresh Start provides regular feedback regarding student progress and reengagement back to school.
- 10** Summative information concerning learning, wellbeing and engagement strategies will be provided to the school.
- 11** Suspension is completed and student returns to school
- 12** Student follow up and support negotiated for following 10 days or as needed.



• Any reference to suspension in this document relates to a suspension 5 days or longer

Note Prior to referral, Principal will have consulted with DEL regarding referral

Note If application is not endorsed LWA will contact referring Principal and CC Fresh Start Principal Rep