1. Be clear on the type of placement you are requesting:
   - Short Suspension (up to and including 4 days)
   - Long Suspension (5 to 20 days)

2. Call Aaron or Foni (0428 621 711) to check if a position is available for the student and time period you are requesting.

3. Complete a referral form for the student you would like to replace. Include any necessary attachments.

4. Submit referral form to Aaron or Foni.

5. Describe to STUDENT the nature of the placement:
   - intended outcome
   - length of placement
   - hours of operation
     10.00am – 1.30pm for students on suspension.
     The Centre is CLOSED on Wednesdays.
   - requirements for return to regular classes

6. Describe to PARENT / CAREGIVER the nature of the placement:
   - intended outcome
   - length of placement
   - hours of operation
     10.00am – 1.30pm for students on suspension
     The Centre is CLOSED on Wednesdays.
   - requirements for return to regular classes

7. Parents or caregivers of students who have been referred to complete short suspension or long suspension placements MUST attend an interview with centre staff before placement can occur.

8. Request work from student’s teachers to be sent to the centre as a matter of urgency.