



Re-entry Procedures after Hospitalisation, Extended Absence, Mental Health Concerns

With the assistance of parents/carers, schools play a vital role in ensuring that all students are supported in their overall wellbeing, whilst continuing to pursue their educational aspirations in a safe and nurturing environment. In some incidences, students may require extra considerations for the following reasons:

- Extended periods of absence (greater than two weeks)
- As a result of hospitalisation for a physical injury or illness
- As a result of a mental health concern that has required either hospitalisation or presentation to an emergency department or specialised intervention

To ensure that the most appropriate support is provided by the school in conjunction with the family and external agencies the following procedures will be enacted:

Procedures

1. The staff member who is notified of the reason (ie *Deputy Principal, Pastoral Guardian, or School Psychologists*) and maintains communication with the family to be updated on student wellbeing.
2. If there is an indication that the student can continue part or all of their studies, the staff member responsible will liaise with the relevant Teaching and Learning Guardian (TLG) to ascertain what is possible, and will communicate this to the student. The TLG will confidentially liaise with the PG and teaching staff to ensure learning continues.
3. In the event of a mental health concern, the relevant School Psychologist will request permission from the family to contact the outside treatment team to gain insight into how best to support the student as part of their re-entry plan.
4. In the event of a physical injury or illness the relevant school contact will request permission from the family to receive a medical plan that supports the student's re-entry to the College.



5. The College requires written medical clearance from the physician or treating specialist before the student can return to school. This is required for either mental health or physical injury or physical illness. If the student attends school and medical clearance has not been received, parents will be phoned to collect the student. The student will not be able to attend school until this clearance is provided.
6. In all cases as listed above, the student and their family are to meet with relevant staff (eg *Deputy Principal, Pastoral Guardian, School Psychologist, Teaching and Learning Guardian, or SEAC staff*) to discuss support for the student.
7. The relevant staff will consider whether the following are required:
 - a. Reduced subject load.
 - b. Assignment/exam extensions
 - c. Reduced attendance with the aim of working towards full-time attendance.
 - d. Support plan
 - e. Appointments with the School Psychologist
8. The *School Psychologists* will develop a Support plan if required.
9. All parties must be in agreement before the student returns to school.

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