

Application Package

Dear Parent/Caregiver;

Thankyou for your expressed interest in applying for placement for your son/daughter at Margaret Jurd Learning Centre. We at Margaret Jurd Learning Centre know only too well the frustrations faced by families as they seek to find a school that will meet the needs of their child, particularly when the needs of that child are unique. For this reason Margaret Jurd Learning Centre provides holistic education, individually targeted at each student strategically targeting their educational, physical, social and emotional needs. Our target group is young people in years 9 and 10 who are unable to access or maintain mainstream school due to challenging behaviours or life circumstance. Attached is an information package telling a little bit about our program.

If you believe that this would be a placement worth pursuing for your child I ask that you complete the application form attached and return it as soon as possible so that we can process the application. **PLEASE FEEL FREE TO CONTACT THE CENTRE AND ASK FOR ASSISTANCE WITH THIS PACKAGE IF NEEDED.** It is never a waste of our time to help young people and their families gain access to our service.

It is important to know that the application cannot progress without the reports requested. If you experience difficulties in accessing these reports please speak with us about this as we are often able to assist. These reports are vital as they are a main source of information when completing the needs assessment for a child. The needs assessment is our way of measuring the suitability of Margaret Jurd Learning Centre as the right school for the child.

Please feel confident that application packages are only treated with the strictest confidence and are only kept for as long as necessary. When an application is no longer valid all paperwork including accompanying reports are shredded.



Melise Sutton
MANAGER

Information Package

Introduction

Margaret Jurd Learning Centre is a registered special school providing full curriculum education up to the award of School Certificate. The students we target are those students who are unable to access or maintain mainstream schooling due to challenging behaviours and or life circumstances. Among the young people we service are some of the most marginalized and disadvantaged students within the community. Our students display challenging behaviours due to limited attention spans, high energy levels, disjointed and inconsistent educational histories along with mental health diagnosis, histories of neglect and or abuse, families with alcohol or other drug issues, homelessness etc. Margaret Jurd Learning Centre comprises a student body of 20 students broken up into two classes of 10 students at varying levels and stages in years 9 and 10.

History

Margaret Jurd Learning Centre was born out of a vision to empower young people through supported education and care. Newcastle Youth Service (NYS) was a street service supporting young people at risk within the Newcastle Area. Established as a ministry of the Hamilton Uniting Church Parish the service quickly became a vital part of the Youth Welfare Sector in Newcastle. In 1985 the board of NYS commenced a Tutorial Service in an old pub in Carrington as an extension of the service. The need for supported alternative education comprising an accommodation service became quickly apparent. Margaret Jurd Learning Centre was moved to its current location and grew from a tutorial centre to a registered school 1996. The vision and drive from the beginning came from a Dr of Psychology who was integral in every step of the NYS story. Dr Margaret Jurds' reputation for her work with disadvantaged youth has established her as a widely respected figure among the community. The Centre was named in her honour after her passing and continues to grow in the direction inspired by her.

Vision Statement

Creating Positive Futures Together

Mission Statement

Providing young people with an option of alternative, holistic education in a caring, supportive environment that empowers them to make confident, positive choices.

Values

Faith: Confident hope in effectiveness of compassionate action

Justice/Equity: Never settling for disadvantage

Respect: Unconditional acceptance of individuals

Enrichment: Creating enhanced opportunities

MOTTO

We do what others won't. We care when others don't

Location

Margaret Jurd Learning Centre is centrally located in 22 Belford Road Lambton. The school is located near public resources that ensure that students have access to the vital resources necessary for their physical needs. Within a five minute walk from the school we have two large public parks including soccer fields, tennis courts and football fields; a large public swimming pool and a public library. The central business area of Lambton is also a short walking distance from the school where we find banks, shops, chemists, medical practitioners, newsagency and post office. The public transport routes are also very close to the school with the local busses coming as close to the school as the corner of the street. The train station is a five minute drive or a fifteen minute walk from the school.

The office can be contacted via the following

Ph: (02) 49575698

(02) 49571437

Fax: (02) 49 570121

Email: enquiries@mjlc.com.au

Hours of Operation

Margaret Jurd Learning Centre opens for business on Monday Mornings at 8:30am and closes on Friday afternoons at 3:30pm.

The actual days of school operation are Mon –Thur with students in year 10 using Fridays to access work experience options.

The School office hours for enquiries are 9:00am – 5:00pm Monday –Thursday and 9:00 – 3:30 Friday. School day commences at 9:00am and ends at 3:00pm

Education Program

This program is delivered by two teachers employed for their specific areas of expertise and commitment to disadvantaged young people. Students are provided with an alternative education program up to and inclusive of School Certificate. Individual Educational Programs with learning scaffolded, ensure that all students' individual needs are targeted. The schools time table is arranged in a way that ensures that indicative hours of study are covered for all Key Learning Areas. The program is developed in such a manner that the individual learning needs of all students are addressed through the practical application of the units of work covered. Innovative teaching strategies ensure that students are able to engage in learning and gain a practical understanding of the work covered. Within a small school setting teachers are able to individually address the academic, physical and emotional needs of the students with individualised support provided through the school Case work team, volunteer support staff and program structures

On arrival our students generally have never received any awards or recognition for their positive efforts, at Margaret Jurd Learning Centre this changes as there positive choices and efforts are recognized through a variety of measures. Our aim is to move from external reinforcement to internal. The reward of a certificate or a pen is lovely in the beginning but the students soon move to desire the reward of confidence in learning as they increase in knowledge and skill. Assessments within the school are geared at assessing against self i.e. recognising improvement within the students own academic journey. This is essential to avert from any competitive structure that can have a negative impact on students' already low self esteem. All assessment strategies utilized within the education program are in line with course descriptors as outlined in Board of Studies syllabus documents.

Residential Program

As already mentioned the students at Margaret Jurd Learning Centre come from a variety of backgrounds and situations. For this reason Margaret Jurd Learning Centre provides safe supportive accommodation for students who are unable to reside at home or who would be unable to access the centre from home due to isolation. Margaret Jurd Learning Centre provides up to 5 residential placements. Respite support provides early intervention and support to families who are finding their child's behaviours difficult to maintain at home.

Students in the residential program are provided with a living skills program to ensure that they acquire the skills necessary for independent living. Areas covered include cooking, cleaning, budgeting, personal hygiene, tenancy rights and responsibilities etc.

Residents are provided with recreational options via low cost outings two evening per week and are supported in accessing local sporting and recreational activities of their personal interest.

The premises of Margaret Jurd Learning Centre have on-site residential facilities to accommodate up to 5 students Monday thru Friday. The residential program is staffed by 2 experienced youth workers who share the shift load and deliver programs to assist with the development of living skills vital for independent living. Residential support is inclusive of the provision of meals, safe living environment, emotional support and recreational activities. Residents also develop communication, negotiation and conflict resolution skills as they learn to cohabit with others.

The building is fitted with photoelectric smoke detectors and a motion sensor burglar alarm which are monitored by an external security provider. Alarms are also in place between the two floors so as to allow staff to monitor movement of residents throughout the night. Monitored duress alarms are worn by staff for the safety and protection of both residents and staff. Fire safety equipment is checked, maintained and certified as in working order 6 monthly.

The Centres staff: student ratio of 1:3.5 minimum is maintained until all residents are all chores and activities are completed and young people are settled. The night shift is conducted by 1 staff person on a sleepover shift. The alarm speaker is located in the staff bedroom to alert staff around the clock of movement within the unit. There is also a caseworker on-call throughout the night to provide backup support when needed.

Case Management

All students at Margaret Jurd Learning Centre are provided with case management through our two qualified Adolescent Support Workers. Case Management enables young people to set their goals and take practical steps toward achieving them. Students learn how to look toward their future and strategically understand the impact their choices and behaviour have. Case management also provides valuable emotional care and support as students work through the issues that culminate in adverse behaviours. Case management also provides strong links with specialist support services through collaborative partnerships and referral.

All three areas of support work together toward the individual goals of the students. Behavioural modification, self responsibility and socialization are integrated into all facets of the program as we support young people in achieving personal growth.

22 BELFORD ROAD LAMBTON NSW 2299 AUSTRALIA

PHONE (02) 49575698 FACSIMILE (02) 49570121

ABN 27 634 141 40 EMAIL enquiries@mjlc.com.au Page 4 of 10

Child Protection

Margaret Jurd Learning Centre maintains legal requirements for the care and protection of young people in our care under the Commission for Children and Young Peoples Act 1998, The Children and Young Persons (Care and Protection) Act 1998 and the Child Protection (Prohibited Employment) Act 1998. Interagency Guidelines pertaining to the legislative requirements of staff relating to child protection are available in the form of *NSW Interagency Guidelines for Child Protection Intervention 2000 edition*. These guidelines combine all child protection legislation and form a working guide for staff working with children and young people. All staff at Margaret Jurd Learning Centre are required to maintain a working knowledge of the legislation and an understanding of the legislation in practice. Breaches of child protection legislation and negligence to act in accordance with legislation will lead to immediate dismissal and the matter will be reported to The Ombudsman under section 25G of The Ombudsman Act 1974 Number 68

Under these legislative acts all staff at Margaret Jurd Learning Centre are legally bound to uphold the following requirements as part of their employment.

- **Under the Children and Young Persons (Care and Protection Act) 1998 staff must report to the Department of Community Services if they believe that a child or young person is at risk of harm. That is if there are current concerns for the safety, welfare or wellbeing of the child or young person.**

Risk of harm is to be reported in writing to the Department of Community Services Child Protection Unit

Any reports of abuse or neglect are treated in an objective manner by all staff. DoCS are Notified in writing immediately via the child protection report line fax: (02) 96337666. Staff are not to investigate the allegations at all nor make a decision on the validity of the allegation. This is the responsibility of the Department.

Referral

Referral to the Margaret Jurd Learning Centre starts with a phone call. Staff at the Centre will guide families and/or referring agents through the process and provide any support needed.

To make a referral ph: 49 575698 or 49571437 or email enquiries@mjlc.com.au and ask for a member of the case work team to contact you. A referral package will be posted to you which you will need to return to the Centre along with any relevant reports required. **Please feel free to contact the centre for assistance in completing the package if needed.** From this point a case conference will be arranged to assess the young person's needs and the suitability of the placement. If it is assessed that the young person would benefit from the placement their name is added to the waiting list in order of need.

Fees

The school fees are \$20.00 per week for the education program. These fees cover the following costs incurred:

1. Morning Tea
2. Afternoon tea
3. Weekly sport
4. Annual school camp
5. Excursions throughout the year
6. Graduation Ticket for student (Family members and friends wishing to attend will need to purchase their ticket from the school)

The residential program has fees of \$97.00 per week. These fees cover

1. Supported Accommodation
2. Meals
3. Soap and shampoo
4. The provision of linen
5. Activities and excursions.

Fees can be subsidized or waived in the event of economic disadvantage or financial hardship. **NO STUDENT WILL EVER BE DENIED ACCESS TO MARGARET JURD LEARNING CENTRE BASED ON INABILITY TO PAY.**

Application Form

Date: _____ Referral Number: _____

Name (Including middle name if applicable): _____

Date of Birth: _____ *please attach a certified copy of the young persons birth certificate*

Address: _____

PH: _____ Mobile: _____

Does the young person identify as Aboriginal or Torres Strait Islander: Y/N (Please circle correct cultural identity)

Country of Birth: _____

Student Status Day Student/ Residential Placement

Referred By: _____

Family Details:

Mothers Name: _____

Address: _____

Ph: _____ Mobile: _____

Fathers Name:

Address (If different from mothers): _____

Ph: _____ Mobile: _____

Does the young person have any special emotional, social or physical needs? _____

Department of Community Services (DoCS) Involvement

Is the child in the care of the DoCS? Y/N

In what capacity is DoCS involved? Caseworker Support/Out of Home Care

If the child is in out of home care please complete next section outlining residential details for the child.

Organisation contracted for the provision of out of home care:

Organization Name: _____

Caseworkers Name: _____

Address: _____

Ph: _____

Mobile: _____

Email: _____

Fax: _____

Carers Name: _____

Residential address where child is living _____

Ph: _____

Mobile: _____

Please attach DoCS Report outlining client needs.

Educational History:

Please list all of the schools attended from the most recent including grades studied at each school:

Last school attended including grade and year? _____

Reason for leaving school: _____

(Please attach your two most recent school reports)

Have you been seen by a school counsellor? Y/N
(If yes please attach school counsellor's report if available)

What intervention did the school implement in order to support and maintain your enrolment? _____

What would you like to achieve whilst at Margaret Jurd Learning Centre? (E.g. School Certificate, return to mainstream, get along with people, make and keep friends, manage behaviours, get along with parents better)

Support Systems:

List any other support agencies or workers who are involved with you currently or who have supported you in the past:

Are you involved in any legal proceedings e.g. Juvenile Justice Conferencing or good behaviour bond etc?

Y/N (If yes please give details): _____

Medical:

Have you been diagnosed with any medical, behavioural or psychological disorder for which **you are currently taking medication?** Y/N

If yes what is the name of diagnosis and name and dosage of the medication prescribed? _____

Have you been diagnosed with any medical, behavioural or psychological disorder for which you **are not taking medication?** Y/N

If yes what is the name of the diagnosis? _____

Please attach Dr's and/or Psychologist/Psychiatrist reports. *(Please contact the centre if you have difficulty accessing these reports)*

Do you suffer from Asthma? Y/N

If yes how is this controlled? _____

Do you suffer from any known allergies? Y/N

If yes how what action needs to be taken if affected? _____

Have you ever suffered an anaphylactic reaction? Y/N

If yes what was this reaction to?

Do you have any special dietary requirements or religious and /or cultural needs? _____

Signed: _____

Young Person

Parent Carer

Date _____
