



STEWART HOUSE ENROLMENT CALENDAR 2023

For 2023, schools in each of the 43 NSW PPA Areas and the ACT have been allocated a maximum number of boys and girls who are able to participate in the Program. Groups and dates follow on from this advice.

Please note the following eligibility criteria when nominating students. The child:

- must be currently enrolled in a Year 2 to Year 8 mainstream class in a public school within NSW and the ACT. (Stewart House may give consideration to placements outside these parameters on a case-by-case basis)
- must want to attend and their parent / carer must be willing to complete all admission documents. Children in out-of-home care must also have their DCJ caseworker's approval
- must be able to manage the physical constraints of the site. (Stewart House is built in three (3) sections on a steeply sloping property. There are many stairs to negotiate when moving between sections and this is necessary many times per day. Students also participate in an active excursion program using 25-seat mini buses visiting various sites across Sydney.
- must be vaccinated (2 doses) against COVID-19
- should not have attended Stewart House before or must have had at least a two year gap between placements.

Principals wishing to nominate students outside these parameters must discuss their nomination with the Stewart House Chief Wellbeing Officer in the first instance.

We ask that an offer of placement is only made at the local school level after relevant information has been considered by the Area Co-ordinator and if necessary, approval sought from the Chief Wellbeing Officer at Stewart House. Please do not promise enrolment to students or their caregivers before sensitive Stewart House determinations are made on a case-by-case basis. The following criteria must be considered.

1. Chronic Medical Conditions - Before referring a student with chronic medical conditions (such as Type 1 diabetes) that are usually managed by the parent/carer, please contact the Student Placement Officer, in the first instance. Placements cannot generally be accepted for students whose health needs must be constantly monitored day and night by staff at Stewart House. The student's health care plan may be required to assist with a determination as to whether Stewart House is capable of managing the child's health across their stay.

2. Students with recent suspensions or currently on suspension – For operational purposes, students who have demonstrated appropriate behaviour for at least 6 school weeks after a suspension may be considered for placement. Schools are to include risk assessments with referral information. Principals of home schools will be required to collect students from Stewart House found in breach of this requirement.

3. Students with High Learning and Support Needs

- 3.1 The Stewart House Program and our facilities may not be suitable for students with high learning and special needs, including those with a recognised and diagnosed intellectual disability (moderate and severe), multi-categorical disability, autism, behaviour disorder or emotional disturbance. Where possible, we will make reasonable adjustments in relation to facilitating the placement of students with a disability after consultation as to whether our services and facilities are capable of meeting the student's needs.
- 3.2 Before completing the referral process, Principals must discuss the placement of students with high learning and support needs including those with mild and manageable needs, with the Student Placement Officer. Our Chief Wellbeing Officer (clinical psychologist) will contact the nominating Principal to seek additional information, determine eligibility and to request detailed management plans.
- 3.3 Students with sensory impairment and/or physical disabilities will need to attend the site for assessment to determine whether the constraints and limitations of the site can be overcome or reasonably adjusted to allow for ease of access.

Trauma Informed Practice at Stewart House

Trauma informed practice supports an emphasis on making Stewart House's routines, relationships and activities in and around students facilitative and flexible to the needs of all children but in particular, those who are affected by the consequences of trauma and toxic stress. We know that all children arrive at Stewart House with at least one adverse childhood experience or having prolonged exposure to trauma. Our staff must have an understanding of the children's background before they enter the Program and your expectations for their 12-day stay.

Stewart House asks that Principals:

- carefully complete confidential Student Referral Forms provided by the Area Co-ordinator with as much information as is available
- contact our Chief Wellbeing Officer to discuss sensitive issues where necessary.

Once again, children presenting with significant difficulties and support needs in relation to their social and emotional wellbeing such as suicide ideation and propensity for deliberate self-harm will be assessed by our Chief Wellbeing Officer (clinical psychologist) in relation to their suitability for placement.

Stewart House Area Co-ordinators

Stewart House Area Co-ordinators are usually school Principals who operate in a voluntary capacity and play a pivotal role in the enrolment process. We are very grateful for their involvement in the selection process and administration of transport to and from Stewart House.

The Stewart House Student Placement Officer will contact each Area Co-ordinator approximately three months prior to their scheduled visit. At this time, all schools in the area will be e-mailed the most recent nomination and enrolment forms and reminded of their allocation.

The Co-ordinator will receive a documentation package to assist with the commencement of the referral process. The Co-ordinator, in consultation with area principals, then determines the most appropriate local student selection method. Principals are encouraged to also contact the Stewart House Chief Wellbeing Officer throughout this process. Our Student Placement Officer will also remain in contact with the Area Coordinator.

Should you require further clarification of next year's enrolment processes, please contact our Student Placement Officer (vicki@stewarhouse.org.au) in the first instance.

STEWART HOUSE - PLACEMENTS OFFER - 2023

Group	Area	Visit Dates	Students			Transport
			Total	Girls	Boys	
Term 1		SDD 27/1/23; 30/1/23				
1	BANKSTOWN PARRAMATTA	31/01/2023 - 10/02/2023	40	20	20	SH Transport
		11 days	40	20	20	
2	ACT PENRITH/ BLUE MOUNTAINS	13/02/2023 - 24/02/2023	44	22	22	Own transport
		12 days	40	20	20	
3	TAMWORTH ARMIDALE	27/02/2023 - 10/03/2023	40	20	20	
		12 days	40	20	20	
4	WOLLONGONG BLACKTOWN	13/03/2023 - 24/03/2023	40	20	20	
		12 days	40	20	20	
5	SHELLHARBOUR BATEMANS BAY	27/03/2023 - 6/04/2023	52	26	26	
		11 days	30	15	15	
Term 2		SDD: 24/4/23				
6	NORTHERN BEACHES RYDE ST GEORGE BONDI	26/04/2023 - 5/05/2023	10	5	5	SH Transport
			14	7	7	SH Transport
			34	17	17	
		10 days	26	13	13	
7	MAITLAND SUTHERLAND	8/05/2023 - 19/05/2023	40	20	20	SH Transport
		12 days	38	19	19	
8	LAKE MACQUARIE NEWCASTLE	22/05/2023 - 2/06/2023	40	20	20	
		12 days	40	20	20	
9	MOUNT DRUITT/MINCHINBURY HAWKESBURY	5/06/2023 - 16/06/2023	60	30	30	SH Transport
		12 days	20	10	10	
10	LIVERPOOL PORT JACKSON	19/06/2023 - 30/06/2023	54	27	27	SH Transport
		12 days	30	15	15	

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Group	Area	Visit Dates	Students			Transport
			Total	Girls	Boys	
Term 3		SDD: 17/7/23				
11	ORANGE-LACHLAN BATHURST	18/07/2023 - 28/07/2023	44	22	22	
		11 days	40	20	20	
12	ALBURY DENILIQUIN GRIFFITH	31/07/2023 - 11/08/2023	24	12	12	
			26	13	13	
		12 days	34	17	17	
13	WAGGA WAGGA QUEANBEYAN	14/08/2023 - 25/08/2023	42	21	21	
		12 days	42	21	21	
14	CENTRAL COAST	28/08/2023 - 8/09/2023	80	40	40	
		12 days				
15	FAIRFIELD DUBBO HORNSBY	11/09/2023 - 22/09/2023	40	20	20	
			32	16	16	
		12 days	12	6	6	SH Transport
Term 4		SDD: 19/12/23				
16	GRANVILLE TAREE	9/10/2023 - 20/10/2023	46	23	23	
		12 days	34	17	17	
17	MID NORTH COAST PORT MACQUARIE	23/10/2023 - 3/11/2023	40	20	20	
		12 days	40	20	20	
18	LISMORE TWED HEADS/BALLINA	6/11/2023 - 17/11/2023	34	17	17	
		12 days	48	24	24	
19	CAMPBELLTOWN MOREE	20/11/2023 - 1/12/2023	50	25	25	
		12 days	34	17	17	
20	BROKEN HILL SUNRAYSIA BOURKE UPPER HUNTER	4/12/2023 - 15/12/2023	26	13	13	
			14	7	7	
			20	10	10	
		12 days	24	12	12	