

The Link Centre Ltd  
91 Bladin Road  
Laverton 3028

## Admission Guidance

The Link Centre Ltd has been established to meet the needs of young people in the Western District of Melbourne, who forever reason have difficulty with mainstream education.

### Link Centre Goals

The aim of the Link Centre is to empower young people to transition back into full-time mainstream education.

### Target Group

Enrolment preference will be given to the following groups of young people:

- **11 to 13.5 years of age at the time of enrolment (year 7 and 8)**
- **Young people “at risk” of dropping out of school**
- **Young people already out of the mainstream education system**
- **Those young people who will most likely make a successful transition back into mainstream education**
- **The Centre will give preference to take younger students**
- **The final selection of students admitted to the Centre will rest with the Centre Manager.**

### Enrolment and Selection

Prior to admittance to the Centre each applicant will be required to undertake the following:

- Testing in Literacy and Numeracy to determine ability levels
- IQ level to be at 85
- Priority given to younger applicants

### Student Credo

As part of an Individual Learner Agreement, attendee's agree to this credo:

- I can be successful at school work
- I can be fit and healthy
- I treat others with respect
- I expect to be treated with respect
- I am proud to be a Link Centre attendee
- I will continue with my education

## Classroom Structure and Management

- Groups will be divided into ability levels for English and Maths
- Small groups are used (even if at same ability level)
- Works groups are in separate areas
- Five hours minimum requirement for English and Maths
- Attendees help develop a set routine with classes
- Formal teacher focused lessons

Staff will:

- Reinforce expectations
- Maintain policy on security (locking of gates and start time)
- Lunch to be of thirty minutes duration, five minute breaks between classes and fifteen minutes for morning tea

## Rational for the Centre

The Board and Staff believe that all students are capable of success, however they will need to have the following attributes:

- Limits
- Reference points for their behaviour

The Board and staff will undertake to:

- Provide a safe environment for them to learn.

## Active reward System ( Cashless Economy)

- Consistent application of rules for groups
- Individual counselling when needed.

## Programs and Procedures

- All ILP programs are documented and presented to the Board
- Contracts are developed for the Manager, Teachers, Attendees and Parents
- Parents also undertake a Link Centre Induction Program as a requirement for their child to attend the Centre.

### ***The following programs will be documented***

- Exiting procedures
- Re-admittance procedure
- Follow up
- Discipline policy
- Drug Policy and program
- Health and Well Being program