

RICHARDS, Clare

From: RICHARDS, Clare
Sent: Wednesday, 4 July 2018 9:37 AM
To: BOND, Michelle
Subject: FW: Watchhouse Education Packs enquiry
Attachments: Appendix_5_BCWH_Meaningful Activity_Appendix XXX.DOC

Hi Michelle

Thank you so much for the phone call this morning and also liaising with Robbie Rosengrave. It sounds like this suggestion is the most suitable solution for us to proceed with – with further discussions on your return.

Please find attached the “unallowed items” in the watchhouses – and to note that pens/pencils etc.. are not allowed – so maybe Leanne would need to “approve” the resources – will find this out as work progresses.

I have spoken to my ED, who said we can fund the resources so if you are able to select a teacher to go off line for a week and who would be willing to visit the Watchhouse (with me and then on a semi-regular top up basis) that would be most appreciated.

I have also asked whether the teacher can accompany me to the watch house - potentially between 23-26 July or any time after 7 August. If July is out, please let me know. (I am on leave between 27 July and August, hence the odd preliminary dates).

If you are happy to assist with this, can you please advise me:

- The teacher's name
- Preferred visiting date to visit the watch house
- The estimated costings
- Cost code this would be applied to for Lady Cilento

Thank you again for all of your help and enjoy your break. Please do not reply prior to then as I have advised YJ that it is school holidays.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: Leanne Beikoff [<mailto:Leanne.BEIKOFF@csyw.qld.gov.au>]
Sent: Wednesday, 4 July 2018 9:09 AM
To: RICHARDS, Clare; Candace Wakeham
Cc: 'David Herbert'
Subject: RE: Watchhouse Education Packs enquiry

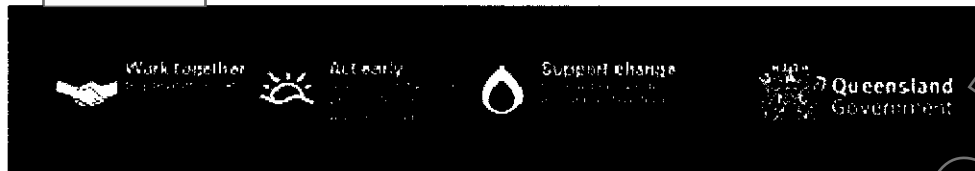
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I have a liaison meeting with QPS next Tuesday and intend to raise your visit then.

Regards

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M: contrary to public



From: RICHARDS, Clare [mailto:Clare.RICHARDS@qed.qld.gov.au]
Sent: Wednesday, 4 July 2018 8:02 AM
To: Candace Wakeham ; Leanne Beikoff
Cc: 'David Herbert'
Subject: Watchhouse Education Packs enquiry

Hi Candace and Leanne

I have started investigating the request around education packs for the watch houses.

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From: Candace Wakeham [mailto:Candace.Wakeham@csyw.qld.gov.au]
Sent: Tuesday, 3 July 2018 10:08 AM
To: RICHARDS, Clare; 'Elizabeth Daley'; 'Lazaro Y Herrera'; Leanne Beikoff
Cc: 'David Herbert'

Subject: RE: Follow up - Urgent - MOU attached- MOU DCSYW and DoE - Educational Delivery YDC Educational Units

Hi Clare

Just confirming our discussion. Unfortunately progress has been delayed on our end, but we'll escalate the matter again as soon as contrary to returns from leave (2 weeks). I agree – we need to finalise the agreement. That will be my recommendation.

I'll wait to hear from you about the education packs for the Brisbane City Watchhouse. I've also cc'd Leanne Beikoff into this email, who is the Manager of the watchhouse team. Feel free to contact her directly (Leanne.beikoff@csyw.qld.gov.au) if you have any questions about the watchhouse cohort.

Thanks again,
Candace

From: RICHARDS, Clare [<mailto:Clare.RICHARDS@qed.qld.gov.au>]

Sent: Tuesday, 3 July 2018 8:16 AM

To: 'Elizabeth Daley' <Elizabeth.Daley@justice.qld.gov.au>; 'Lazaro Y Herrera' <Lazaro.Herrera@justice.qld.gov.au>

Cc: 'Candace Wakeham' <Candace.Wakeham@justice.qld.gov.au>; 'David Herbert' <David.Herbert@justice.qld.gov.au>; LANE, David <David.LANE@det.qld.gov.au>

Subject: Follow up - Urgent - MOU attached- MOU DCSYW and DoE - Educational Delivery YDC Educational Units

Importance: High

Hi All,

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From that, as YJ advised that the YJ ADG wishes to meet with the DoE ADG to discuss further, is this still the intention? I am aware that YJ escalated the request to the ADG office (in YJ) on 12 April and from what I understand, prior to that also – however, no meeting has been arranged to my knowledge.

Any update would be appreciated.

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From: RICHARDS, Clare

Sent: Wednesday, 14 March 2018 9:45 AM

To: Elizabeth Daley; Lazaro Y Herrera

Cc: Candace Wakeham; David Herbert; LANE, David

Subject: HPRM: Urgent - MOU attached- MOU DCSYW and DoE - Educational Delivery YDC Educational Units

Importance: High

Dear Laz and Elizabeth,

Hope that this email finds you well.

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I require DCSYWs endorsement to proceed this for sign off through DoE. From a DoE perspective, the MOU is ready for signing. However, if any changes are required, please **track change** and send back to me.

To note:

- MOUs do not encompass specific funding figures e.g. \$\$.
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- The old MOU expired in **Dec 2017**. Escalating this to sign off is now extremely urgent, particularly as the then DET and DJAG are no longer the relevant parties.

Next steps:

Please confirm that the MOU is final, and can proceed.

Once I receive approval that this copy can proceed for signing (including confirmation of the ABN for DCSYW), I will progress two copies to our DG. From that, two signed copies will then be sent on to DCSYW for DG endorsement.

Your help with finalising this matter urgently is greatly appreciated. Any questions, please do not hesitate to ask.

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RICHARDS, Clare

From: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>
Sent: Tuesday, 17 July 2018 9:36 AM
To: RICHARDS, Clare
Subject: RE: Watchhouse Education Packs enquiry

Hi

Happy to provide whatever support is required to facilitate this.

We would most likely get QPS staff to approve the education packs. I don't see that there would be any issue with them being refreshed every six to eight weeks.

Regards

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women

M: [contrary to public int]



From: RICHARDS, Clare [mailto:Clare.RICHARDS@qed.qld.gov.au]
Sent: Tuesday, 17 July 2018 8:50 AM
To: Leanne Beikoff
Subject: RE: Watchhouse Education Packs enquiry

Hi Leanne,

I would appreciate you to be there, as while I have visited the YDCs, I imagine the watch house environment could be quite different.

As the principal is talking to the proposed teacher tomorrow, it would be more practical to lock in sometime next week.

Additionally, I am thinking that you (or someone) would vet the education pack to make sure it complies with the watch house requirements? The principal said she would like to see if refreshed every six to eight weeks, so would that also be okay? (These things can also be worked out as things progress, but just so you are aware).

Thank you again for all your help with this. It will really help with the final outcome for the education pack.

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From: Leanne Beikoff [<mailto:Leanne.BEIKOFF@csyw.qld.gov.au>]

Sent: Tuesday, 17 July 2018 8:43 AM

To: RICHARDS, Clare

Subject: RE: Watchhouse Education Packs enquiry

Hi

The WH are flexible. It is in Roma street – with entrance is in May Street. I would like to be there for the visit. This week I only have availability Thursday morning. Next week I am available Tuesday after 11, Wednesday or Thursday.

Regards

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M:



From: RICHARDS, Clare [<mailto:Clare.RICHARDS@ged.qld.gov.au>]

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To: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>; Candace Wakeham <Candace.Wakeham@csyw.qld.gov.au>

Cc: 'David Herbert' <David.Herbert@justice.qld.gov.au>

Subject: RE: Watchhouse Education Packs enquiry

Thank you Leanne.

I will confirm with the teacher and will advise a date we can visit.

Is there a preferred time and day due to suit the schedules within the watch house?

Is the watch house at Roma Street?

Kind regards

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Leanne, how did you go with the request to QPS for two DoE staff to visit the watchhouse?

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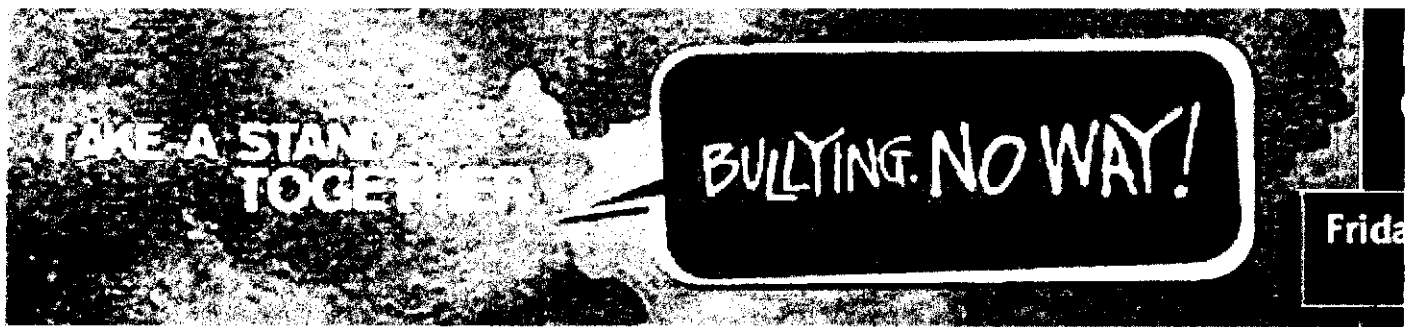
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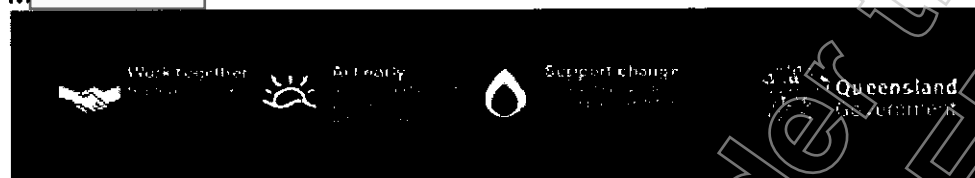
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Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000



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From: Candace Wakeham [mailto:Candace.Wakeham@csyw.qld.gov.au]
Sent: Tuesday, 3 July 2018 10:08 AM
To: RICHARDS, Clare; 'Elizabeth Daley'; 'Lazaro Y Herrera'; Leanne Beikoff
Cc: 'David Herbert'
Subject: RE: Follow up - Urgent - MOU attached- MOU DCSYW and DoE - Educational Delivery YDC Educational Units

Hi Clare

Just confirming our discussion. Unfortunately progress has been delayed on our end, but we'll escalate the matter again as soon as ^{contrary to} returns from leave (2 weeks). I agree – we need to finalise the agreement. That will be my recommendation.

I'll wait to hear from you about the education packs for the Brisbane City Watchhouse. I've also cc'd Leanne Beikoff into this email, who is the Manager of the watchhouse team. Feel free to contact her directly (Leanne.beikoff@csyw.qld.gov.au) if you have any questions about the watchhouse cohort.

Thanks again,
Candace

From: RICHARDS, Clare [mailto:Clare.RICHARDS@ged.qld.gov.au]
Sent: Tuesday, 3 July 2018 8:16 AM
To: 'Elizabeth Daley' <Elizabeth.Daley@justice.qld.gov.au>; 'Lazaro Y Herrera' <Lazaro.Herrera@justice.qld.gov.au>
Cc: 'Candace Wakeham' <Candace.Wakeham@justice.qld.gov.au>; 'David Herbert' <David.Herbert@justice.qld.gov.au>; LANE, David <David.LANE@det.qld.gov.au>
Subject: Follow up - Urgent - MOU attached- MOU DCSYW and DoE - Educational Delivery YDC Educational Units
Importance: High

Hi All,

Considering the original MOU expired in December 2017 (now over six months), it would be prudent to get the new MOU signed and finalised. From a DoE perspective, the MOU is ready for signing as per the email explanation below.

From that, as YJ advised that the YJ ADG wishes to meet with the DoE ADG to discuss further, is this still the intention? I am aware that YJ escalated the request to the ADG office (in YJ) on 12 April and from what I understand, prior to that also – however, no meeting has been arranged to my knowledge.

Any update would be appreciated.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

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From: RICHARDS, Clare
Sent: Wednesday, 14 March 2018 9:45 AM
To: Elizabeth Daley; Lazaro Y Herrera
Cc: Candace Wakeham; David Herbert; LANE, David
Subject: HPRM: Urgent - MOU attached- MOU DCSYW and DoE - Educational Delivery YDC Educational Units
Importance: High

Dear Laz and Elizabeth,

Hope that this email finds you well.

Please find attached the final version of the MOU that now reflects the MOG changes.

I require DCSYWs endorsement to proceed this for sign off through DoE. From a DoE perspective, the MOU is ready for signing. However, if any changes are required, please **track change** and send back to me.

To note:

- MOUs do not encompass specific funding figures e.g. \$\$.
- MOUs capture what the parties agree to provide, which is clearly reflected in this non-binding MOU.
- The old MOU expired in **Dec 2017**. Escalating this to sign off is now extremely urgent, particularly as the then DET and DJAG are no longer the relevant parties.

Next steps:

Please confirm that the MOU is final, and can proceed.

Once I receive approval that this copy can proceed for signing (including confirmation of the ABN for DCSYW), I will progress two copies to our DG. From that, two signed copies will then be sent on to DCSYW for DG endorsement.

Your help with finalising this matter urgently is greatly appreciated. Any questions, please do not hesitate to ask.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

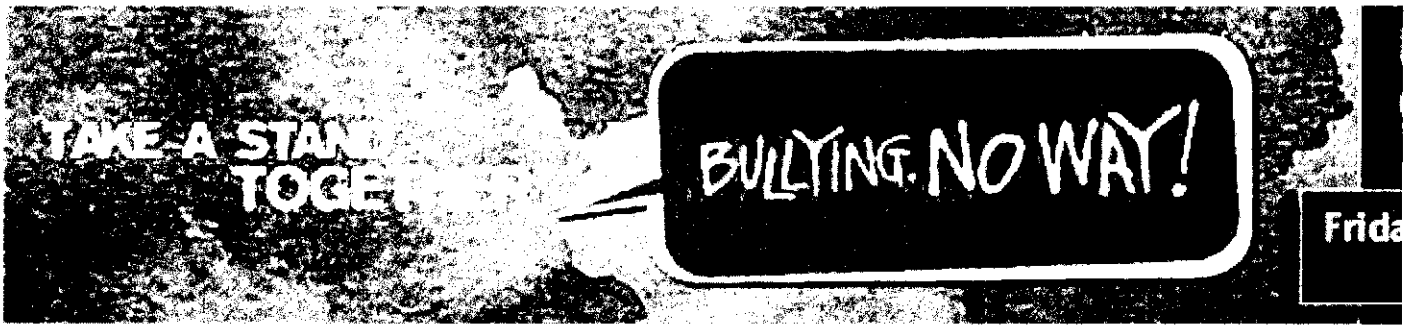
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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Thursday, 19 July 2018 9:12 AM
To: BOND, Michelle
Cc: Buffy Lavery
Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

Thank you to you and Buffy.

I have contacted Leanne around firming up the time for the 26 July.

It will be a very interesting project considering the extensive restrictions in a watchhouse environment but will be able to take great learnings away from the visit.

I will liaise with Buffy and Leanne direct about times etc.. so let me know if you want to be cc'd in Michelle.

No rush on the costings. My understanding is this will be journaled over.

Kind regards
Clare Richards
Policy Manager, Student Protection

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From: BOND, Michelle
Sent: Wednesday, 18 July 2018 3:25 PM
To: RICHARDS, Clare
Cc: Buffy Lavery
Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

Hi Clare,

I'll get some costings to you in a couple of days. I've spoken to Buffy Lavery (LCCH staff member) today and she's agreed to take on this project. Buffy has extensive experience in Inclusive Education and is definitely the right person for this task. Buffy is available to visit the Watchhouse next Thursday (Buffy's email is above) so please liaise to organise a time.

I'll also forward the prohibited list to Buffy so we can start thinking about the best way forward.

Talk soon,

Regards
Michelle Bond
Executive Principal
*Statewide educational continuity for students
with chronic or mental health conditions*



State Schools Performance
Department of Education

P: 07 3513 5816

M:

E: michelle.bond@qed.qld.gov.au

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From: RICHARDS, Clare

Sent: Tuesday, 17 July 2018 8:51 AM

To: BOND, Michelle

Subject: Update to dates: Visiting the Brisbane Watchhouse

Importance: High

Hi Michelle

It has been suggested that the teacher and I visit on these dates:

Next week either Tuesday after 11 or a time on Wednesday or Thursday of next week.

I am currently available for all of that time, so can you please ask the teacher to lock in a time, and I will book it in with the watch house team.

It is at Roma Street. Entrance on May Street.

Kind regards

Clare Richards

Policy Manager, Student Protection

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Department of Education (DoE)

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**Queensland
Government**

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From: RICHARDS, Clare
Sent: Tuesday, 17 July 2018 8:41 AM
To: BOND, Michelle
Subject: Visiting the Brisbane Watchhouse

Hi Michelle

I am in the middle of arranging a suitable time and day for your teacher and myself to visit the Brisbane watch house.

Once you have confirmed your teacher please let me know.

I have asked when is a preferred time (and maybe preferred day) around their schedules in the watch house to visit. Hopefully it can match the teachers availability to come with me.

It will be either before the 27 July or after 7 August as I am on leave between those dates.

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Thursday, 19 July 2018 9:18 AM
To: WEEDEN, Brett
Subject: Update on watch house/education pack request

Hi Brett

FYI.. Michelle Bond has arranged a teacher (Buffy Lavery) to collate and manage the education packs for the Brisbane watch house to provide education to the young people being held there. To note, the teacher will only provide and update the education packs.

Michelle will be sending through a costing shortly, of which I need to confirm with Hayley the appropriate cost code. The amount will be journaled over to the Lady Cilento Children's Hospital cost code once it is finalised and approved.

I have also received the list of (very) restrictive requirements that the education packs will need to meet. E.g. no pencils, pens, calculator etc.. which will prove interesting for the teacher to develop.

The teacher and I will be visiting the watch house next Thursday (26 July)

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@ged.qld.gov.au

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Thursday, 26 July 2018 3:27 PM
To: HOLLYWOOD, Adam
Subject: FW: Update to dates: Visiting the Brisbane Watchhouse

Hi Adam

To give you an idea, below shows how the school is costing the project out. So preferably we would not be providing the school with a bulk amount, rather that LCCH invoices us as the work progresses along – e.g. one invoice for establishment and then invoices as the teacher visits or updates the education packs to the watch house.

To note, the amounts will change after our visit to the Brisbane watch house to a lower amount as we won't require a trolley and it may only require a teacher aide, rather than the teacher.

The duration is hard to say as it depends on how long Youth Justice will keep young people in the watch house setting while they wait for a spot in the Youth Detention Centres, but it could be on-going.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

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From: BOND, Michelle
Sent: Thursday, 19 July 2018 1:32 PM
To: RICHARDS, Clare
Cc: Buffy Lavery; MYERS, Kristine (kmyer1)
Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

Clare,

Buffy will be working at LCCH 3 days per week (from week 3) so has Thursdays and Fridays to work on this project. It will be planned over a few weeks. I've had a thought re the costings and it's looking like the following:

Upfront costs:

1. 6 x TRS days to set up resources, visit site, differentiated options to cater for a wide range of students etc @ \$441.78 per day + \$4.91 site allowance = **\$2680**
2. Allocation for resources + trolley (initial set up) = **\$2500**

Total = **\$5180 (maximum)**

Ongoing costs:

Consider a half day visit every fortnight/month to refresh resources, buy new resources and top up. We could cost that in for the remainder of 2018 and then see if it's needed.

6 x half day visits to top up trolley = \$1340 (will take it up to the end of 2018)

Please let me know your thoughts,

Regards

Michelle Bond

Executive Principal

*Statewide educational continuity for students
with chronic or mental health conditions*

State Schools Performance
Department of Education

P: 07 3513 5816

M:

E: michelle.bond@ged.qld.gov.au

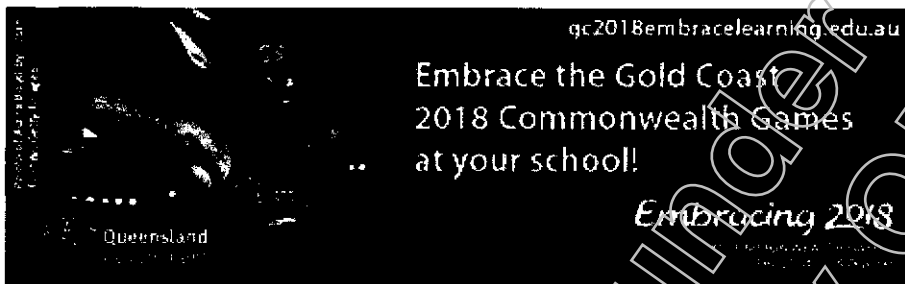
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From: RICHARDS, Clare

Sent: Thursday, 19 July 2018 9:12 AM

To: BOND, Michelle

Cc: Buffy Lavery

Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

Thank you to you and Buffy.

I have contacted Leanne around firming up the time for the 26 July.

It will be a very interesting project considering the extensive restrictions in a watchhouse environment but will be able to take great learnings away from the visit.

I will liaise with Buffy and Leanne direct about times etc.. so let me know if you want to be cc'd in Michelle.

No rush on the costings. My understanding is this will be journaled over.

Kind regards

Clare Richards

Policy Manager, Student Protection

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From: BOND, Michelle

Sent: Wednesday, 18 July 2018 3:25 PM

To: RICHARDS, Clare

Cc: Buffy Lavery

Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

Hi Clare,

I'll get some costings to you in a couple of days. I've spoken to Buffy Lavery (LCCH staff member) today and she's agreed to take on this project. Buffy has extensive experience in Inclusive Education and is definitely the right person for this task. Buffy is available to visit the Watchhouse next Thursday (Buffy's email is above) so please liaise to organise a time.

I'll also forward the prohibited list to Buffy so we can start thinking about the best way forward.

Talk soon,

Regards

Michelle Bond

Executive Principal

*Statewide educational continuity for students
with chronic or mental health conditions*

State Schools Performance

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P: 07 3513 5816

M:

E: michelle.bond@qed.qld.gov.au

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From: RICHARDS, Clare

Sent: Tuesday, 17 July 2018 8:51 AM

To: BOND, Michelle <Michelle.BOND@qed.qld.gov.au>

Subject: Update to dates: Visiting the Brisbane Watchhouse
Importance: High

Hi Michelle

It has been suggested that the teacher and I visit on these dates:

Next week either Tuesday after 11 or a time on Wednesday or Thursday of next week.

I am currently available for all of that time, so can you please ask the teacher to lock in a time, and I will book it in with the watch house team.

It is at Roma Street. Entrance on May Street.

Kind regards

Clare Richards

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Department of Education (DoE)

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From: RICHARDS, Clare
Sent: Tuesday, 17 July 2018 8:41 AM
To: BOND, Michelle
Subject: Visiting the Brisbane Watchhouse

Hi Michelle

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Once you have confirmed your teacher please let me know.

I have asked when is a preferred time (and maybe preferred day) around their schedules in the watch house to visit. Hopefully it can match the teachers availability to come with me.

It will be either before the 27 July or after 7 August as I am on leave between those dates.

Kind regards

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E: clare.richards@qed.qld.gov.au

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RICHARDS, Clare

From: HOLLYWOOD, Adam
Sent: Thursday, 26 July 2018 3:37 PM
To: RICHARDS, Clare
Subject: FW: Update to dates: Visiting the Brisbane Watchhouse

Also I should mention, school invoices need to be paid through SABA so send them to us and we'll arrange payment (normally it would be up to the business unit to arrange payment of invoices, but not school invoices).

Cheers,
Adam

From: HOLLYWOOD, Adam
Sent: Thursday, 26 July 2018 3:35 PM
To: RICHARDS, Clare
Cc: BESWICK, Caroline
Subject: FW: Update to dates: Visiting the Brisbane Watchhouse

Thanks Clare. For the payments below to LCCH it would be appropriate for them to invoice us and we'll pay via invoice. It wouldn't be classified as an appropriation so we won't need to worry about creating an appropriation profile.

Cheers,
Adam

From: RICHARDS, Clare
Sent: Thursday, 26 July 2018 3:27 PM
To: HOLLYWOOD, Adam <Adam.HOLLYWOOD@qed.qld.gov.au>
Subject: FW: Update to dates: Visiting the Brisbane Watchhouse

Hi Adam

To give you an idea, below shows how the school is costing the project out. So preferably we would not be providing the school with a bulk amount, rather that LCCH invoices us as the work progresses along – e.g. one invoice for establishment and then invoices as the teacher visits or updates the education packs to the watch house.

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Kind regards
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From: BOND, Michelle
Sent: Thursday, 19 July 2018 1:32 PM
To: RICHARDS, Clare
Cc: Buffy Lavery; MYERS, Kristine (kmyer1)
Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

Clare,
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6 x half day visits to top up trolley = **\$1340** (will take it up to the end of 2018)

Please let me know your thoughts,

Regards

Michelle Bond

Executive Principal

*Statewide educational continuity for students
with chronic or mental health conditions*

State Schools Performance
Department of Education

P: 07 3513 5816

M:

E: michelle.bond@qed.qld.gov.au

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From: RICHARDS, Clare
Sent: Thursday, 19 July 2018 9:12 AM
To: BOND, Michelle <Michelle.BOND@qed.qld.gov.au>
Cc: Buffy Lavery <blave18@eq.edu.au>
Subject: RE: Update to dates: Visiting the Brisbane Watchhouse

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No rush on the costings. My understanding is this will be journaled over.

Kind regards
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Talk soon,

Regards

Michelle Bond

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State Schools Performance
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Sent: Tuesday, 17 July 2018 8:51 AM

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Wednesday, 8 August 2018 2:56 PM
To: LAVERY, Buffy (blave18)
Subject: Watch House meeting - 21 August for an update

Hi Buffy

I will be attending the next watch house meeting on 21 August. Can you provide me with a short summary about how the education packs are progressing and what they may consist of (plus anything else you think is relevant).

Thank you.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Tuesday, 7 August 2018 10:01 AM
To: BOND, Michelle
Cc: MYERS, Kristine (kmyer1); Buffy Lavery; MILLS, Kerri (kmill55)
Subject: RE: Education Packs - invoices

Hi Michelle,

I am back on board now. Will get approval from Brett Weeden (Acting ED) for the costings and confirm the process.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@ged.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
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From: BOND, Michelle
Sent: Friday, 27 July 2018 1:12 PM
To: RICHARDS, Clare
Cc: MYERS, Kristine (kmyer1); Buffy Lavery; MILLS, Kerri (kmill55)
Subject: RE: Education Packs - invoices

Clare,
Just confirming that we can send an invoice as per your email below. Do you need to get approval for this amended quote:

4 x TRS days (\$441.78 per day + site allowance \$4.91) = \$1786
45 x teacher aide hours – prep and restocking (\$32 per hour) = \$1440
Resources = \$2000
TOTAL \$5226

Let me know your thoughts.

Regards
Michelle Bond
Executive Principal
*Statewide educational continuity for students
with chronic or mental health conditions*

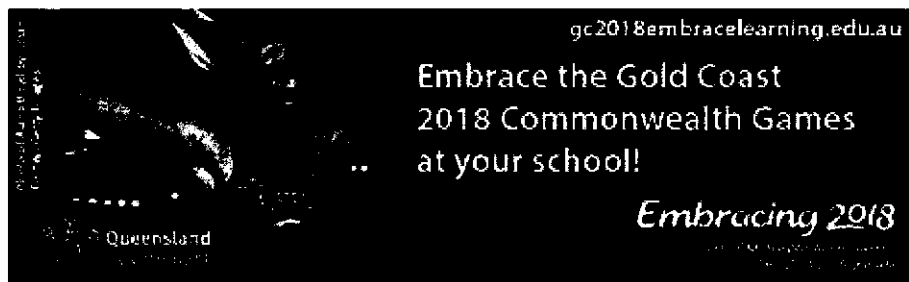
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M:
E: michelle.bond@ged.qld.gov.au



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From: RICHARDS, Clare
Sent: Friday, 27 July 2018 8:44 AM
To: BOND, Michelle
Subject: Education Packs - invoices

Hi Michelle

Finance has advised that it is best that an invoice is raised:

For the payments below to LCCH it would be appropriate for LCCH to invoice Central Office and we'll pay via invoice. School invoices need to be paid through SABA.

Hope this makes sense.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Friday, 17 August 2018 11:52 AM
To: LAVERY, Buffy (blave18)
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy

Just reviewing the attachment.

I can ask the questions at the meeting on who gives final approval etc.... at the meeting I will attend just so everything is clear as work progresses.

While I thank you for expanding on the thoughts past the education packs, it is important that we keep this quite tightly focussed to what Youth Justice asked of us.

The watch house is a temporary basis and for short durations as the young person will transition out as soon as possible. From this, the following two suggestions will not be suitable to raise as not appropriate for this setting or task (but I thank you for thinking past the immediate point).

- Access to youth workers by a teacher to provide guidance in using the materials with the young people to enhance the educational outcome
- Access to information held by BYETC or on OneSchool indicating the current educational standard of individual students. This would make it possible to target activities which may help students to work towards completing certification already commenced at BYETC or develop their skills prior to returning to the community and school.

This information would be sourced from Central Office rather than the Detention Centres – however, due to the short time they are kept in the watch house, the focus is just keeping them occupied in a positive and educational based way – reading, games that involve problem solving, spelling etc.. so if this did eventuate, this may not be tasked to Lady Cilento – so you don't need to worry about this unless I am advised we are going down this avenue.

Thanks again for all of your work in producing education packs.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]
Sent: Thursday, 16 August 2018 11:33 AM
To: RICHARDS, Clare

Cc: BOND, Michelle

Subject: Proposal for Watchhouse Meeting August 20 2018

Hi Clare

Here is the proposal. I hope it is what you want. Please call me on contrary to public or email me if you want changes made. Or of course you can add or delete whatever you want!

Unfortunatley I was unable to meet up with Marco Ragano from Youth Justice before next Monday. We were both at the Detention Centre last Friday but did not manage to meet. Marco was unavailable Monday Tuesday this week and I am away from Brisbane for the rest of this week. We have arranged to meet at the Watchhouse next Monday at about 2:00 pm. Some of my questions around storage and resources already purchased by Youth Justice will be answered at that meeting. Other questions around approval for activities and delivery of the activities to the young people might be answered at your meeting.

I think it is important that it is understood that the young people are not going to "learn" in any meaningful way given the constraints of the environment or without adult input. Most of these young people are in need of expert teaching targeted at their very specific needs. The most this program can provide is engagement with some activities which might help contribute to their wellbeing. In its current highly constrained form it is, at best, a temporary measure.

Cheers

BuffyLavery

Teacher

Lady Cilento Children's Hospital School

Level 8 | Lady Cilento Children's Hospital | Stanley Street, South Brisbane, Q 4101 | PO Box 3474 | South Brisbane, Q 4101

p 07 3004 7888 | f 07 3004 7800 | e blave18@eq.edu.au

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WATCH HOUSE PROJECT EDUCATION RESOURCES

Box 1


Books and magazines with basic questions glued to the inside cover to encourage thought, discussion and comprehension.




A range of fiction and non-fiction material with reading ages from 7.0 years to young adult




Magazines covering a range of topics of possible interest - sport, wildlife, health and fitness




Books all soft covered




Magazines glued to replace staples




Item/s URL	Supplier	Cost	URL	Notes
EASY NOVELS				
Blake Hi Lo Readers Starstruck Set 2 (6 books) softback	Blake Education	\$71.70	http://www.blake.com.au/Starstruck-Set-2-Pack-p/stk2.htm	High interest low reading age books.
Blake HiLo Readers Boffin Boy Set 3 (6 books)softback	Blake Education	\$59.70	http://www.blake.com.au/Boffin-Boy-Set-3-6-titles-p/bofb3.htm	
 Diary of a Wimpy Kid Box of Books by Jeff Kinney Mixed media product 4 books	Angus and Robertson	\$40.83	Diary of a Wimpy Kid Box of Books	Not sure if these are hard or soft cover – would get soft covers





Item/s URL	Supplier	Cost	URL	Notes
 <p>The 13-Storey Treehouse by Andy Griffiths and Terry Denton Paperback / softback</p>	Angus and Robertson	\$4.99	The 13-Storey Treehouse	
 <p>The 52-Storey Treehouse By Andy Griffiths and Terry Denton Paperback / softback</p>	Angus and Robertson	\$11.04	The 52-Storey Treehouse	There are others in this series if they prove to be popular
 <p>Tom Gates Slipcase by Liz Pichon Paperback / softback 9 books</p>	Angus and Robertson	\$72.46	Tom Gates Slipcase	

Item/s URL	Supplier	Cost	URL	Notes
NOVELS FOR MORE CAPABLE READERS				
 <p>Auggie & Me by R. J. Palacio Paperback / softback</p>	Angus and Robertson	\$16.58	Auggie & Me	
 <p>Don't Call Me Ishmael by Michael Gerard Bauer Paperback / softback</p>	Angus and Robertson	\$17.11	Don't Call Me Ishmael	
 <p>Because of You by Pip Harry Paperback / softback</p>	Angus and Robertson	\$16.63	Because of You	

Item/s URL	Supplier	Cost	URL	Notes
 <p>The Hungry Isle by Emily Rodda Paperback / softback</p>	Angus and Robertson	\$13.89	The Hungry Isle	
 <p>Soon by Morris Gleitzman Paperback / softback</p>	Angus and Robertson	\$16.67	Soon	
 <p>Jurassic Park Michael Crichton Paperback / softback</p>	Angus and Robertson	\$16.99	Jurassic Park	

CLASSICS				
 <p>I capture the castle by Dodie Smith</p>	Angus and Robertson	\$12.50	https://www.angusrobertson.com.au/books/i-capture-the-castle-dodie-smith/p/9780099572886	
 <p>1984 by George Orwell</p>	Angus and Robertson	\$10.84	https://www.angusrobertson.com.au/books/1984-george-orwell/p/9781925355765	
 <p>The Handmaid's Tale by Margaret Atwood Softback</p>	Angus and Robertson	\$12.49	https://www.angusrobertson.com.au/books/the-handmaids-tale-margaret-atwood/p/9780099511663	

Item/s URL	Supplier	Cost	URL	Notes
NON_FICTION				
 <p>Childrens A-Z encyclopedia by Phillip Steele Hardback</p>	Angus and Robertson	\$39.05	Children's A To Z Encyclopedia	To be broken up into smaller glued booklets with light cardboard covers
 <p>Growing Up Aboriginal In Australia by Anita Heiss Paperback / softback</p>	Angus and Robertson	\$24.18	Growing Up Aboriginal In Australia	
 <p>Amazing Young Sports People Level 1 Beginner/Elementary by Mandy Loader Paperback / softback</p>	Angus and Robertson	\$30.25	Amazing Young Sports People Level 1 Beginner/Elementary	

Item/s URL	Supplier	Cost	URL	Notes
 <p>Black History Makers: Sports People</p>	Angus and Robertson	\$21.75	Black History Makers: Sports People	
Magazines				
 <p>Double Helix - 12 Month Subscription</p>	Magshop	\$60	Double Helix - 12 Month Subscription	8 issues per year, each issue would need to have staples removed and pages glued with double sided tape
 <p>K-Zone - 12 Month Subscription</p>	Magshop	\$59.00	K-Zone - 12 Month Subscription	12 issues per year
 <p>National Geographic Kids - 12 Month Subscription - Note: Does not come with the free gifts available on the newsstand copies.</p>	Magshop	\$65.00	National Geographic Kids - 12 Month Subscription - Note: Does not come with the free gifts available on the newsstand copies.	12 issues

A range of other magazines NRL, Dirtbikes,Health, mindfulness, Space, Basketball	Various – usually newsagents	\$5-\$10 each 5 magazines		If stapled would need to be glued.
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Released under the RTI Act by QED




Box 2

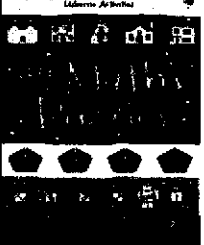
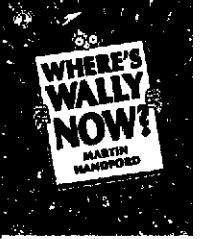

Individual charcoal and paper activities

NOTE: Wrapping a single sheet of toilet paper tightly around the charcoal stick makes it considerably less messy to use as a pencil.

- Word searches, dot to dots, mazes, number and word puzzles
- Worksheets for reading comprehension development and mathematics covering a range of abilities from Year 3 - Year 9
- Art activities using charcoal as the drawing medium
- stored in plastic sleeves/file boxes/lever arch files for ease of distribution and replacement

Item	Supplier	Cost	URL	NOTES
Sudoku Worksheets Easy to difficult	Print from website, photocopy 10		http://www.kidsmathgamesonline.com/sudoku/printableworksheets/easy.html https://www.mathinenglish.com/puzzles/sudoku.php	
Mazes	Print from website photocopy 10		https://www.woojr.com/printable-mazes-for-kids/	
 The kids book of mazes	Booktopia	\$7.99	https://www.booktopia.com.au/the-kids-book-of-mazes-2-dr-gareth-moore/prod9781780555027.html	Not reproducible Separate into single sheets or small booklets

Item	Supplier	Cost	URL	NOTES
 <p>Cloze</p> <p>Close activities -lower, middle, upper</p>		\$29.95 x3	<p>https://www.edsco.com.au/products/category/search/RIC-108--cloze-activities-blm-lower</p> <p>https://www.edsco.com.au/products/category/search/RIC-109--cloze-activities-blm-middle</p> <p>https://www.edsco.com.au/products/category/search/RIC-110--cloze-activities-blm-upper</p>	Reading comprehension, limited writing required
 <p>LIVING MATHS Book 3</p> <p>At the shopping centre</p> <p>Books 2 At the theme park Book 4 On holidays Book 5 At the supermarket</p>	Angus and Robertson	\$40.95 each	<p>https://www.angusrobertson.com.au/search?text=Living+maths+sue+graves&mediatype=BOOKS</p>	Individual activities Maths literacy and problem solving Two different levels of questions for each activity
 <p>EVERYTHING EASY WORD SEARCH BOOK</p> <p>Word Search</p>	Angus and Robertson	\$19.53	<p>https://www.angusrobertson.com.au/books/the-everything-easy-word-search-book-founder-of-funstercom-charles-timmerman-charles-timmerman/p/9781440542688</p>	200 word searches, not reproducible, separate book into individual sheets or small booklets

Item	Supplier	Cost	URL	NOTES
 <p>99 Maths Puzzles</p>	Booktopia	\$9.25	https://www.booktopia.com.au/99-maths-puzzles-various/prod9781409584605.html	Made into individual activities or small booklets.
 <p>Where's Wally Now Book</p>	Booktopia	\$12.90	https://www.booktopia.com.au/wheres-wally-now--martin-handford/prod9781406305869.html	
 <p>Stick people to draw</p>	Booktopia	\$4.95	https://www.booktopia.com.au/stick-people-to-draw-sam-smith/prod9781474940238.html	Drawing skills, story making
Drawing with charcoal				A small workbook outlining a range of ways to use charcoal to create landscapes, portraits and other art works using lines, shading, 3D shapes and symbols.

Box 3

Games for more than one person, requiring adult engagement and some equipment (cards, dice, counters, vinyl or paper playing boards)

Item/s URL	Supplier	Cost	URL	Notes
UNO	KMART	\$7.00x2	https://www.kmart.com.au/product/uno-card-game/101076	
Traditional Playing cards	KMART	\$3.00 x2	https://www.kmart.com.au/product/52s-playing-cards/1551817	
Classic games	Download instructions from website		https://www.kidspot.com.au/things-to-do/kids-games/indoor-play/snap-12-classic-card-games-to-teach-the-kids/news-story/1d153893aee53908749c1377c588928c	
Traditional Playing Cards (1-10) Numeracy Games	NSW Department of Education Download from website		https://education.nsw.gov.au/teaching-and-learning/curriculum/literacy-and-numeracy/teaching-and-learning-resources/numeracy/resources/card-games#Year4	Doesn't use picture cards. Ace = 1
Dice Games for numeracy	NSW Department of Education Download from website		https://education.nsw.gov.au/teaching-and-learning/curriculum/literacy-and-numeracy/teaching-and-learning-resources/numeracy/resources/card-games#Year4	Jumbo Dice – these dice are large 6-sided PVC-coated foam dice 125mm diameter size
Jumbo Dice	Jumbo Dice	\$8.90 x2	https://www.abacused.com.au/jumbo-pvc-dice-6-sided-dotted	Too big to swallow, too soft to hurt if thrown, too tough to break apart

There are many resources which could be provided in this category. See below for some maths activities/problem solving which could be appropriate.

Maths Tasks developed by QUT could be developed e.g.

Mathematics task centre

http://mathematicscentre.com/mathematicscentre/task_lib.htm

Task 23 Two colours game

<http://mathematicscentre.com/taskcentre/0232colr.htm>

Task 41 Scale drawing

<http://mathematicscentre.com/taskcentre/041scale.htm>

Task 47

Red and Black Card Game

<http://mathematicscentre.com/taskcentre/047redbl.htm>

Task 52 Which Floor

<http://mathematicscentre.com/taskcentre/052which.htm>

Task 66 Pentominoes

<http://mathematicscentre.com/taskcentre/066pento.htm>

Task 86 Thirty one

<http://mathematicscentre.com/taskcentre/086thirt.htm>

Task 109 Number Game

<http://mathematicscentre.com/taskcentre/109numbg.htm>

9.50AM
- 11.20AM Watchcare meet 21.08.2018.
- teacher met YJ staff at BYDC to discuss current resources

- education packs will be developed around the environmental constraints + expectations it is 'self taught' eg. no teachers to assist.
- focus is on books, drawing, puzzles
- range of material still being determined

1) who approves? QPS + JS?

2) how delivered? - see to learn? ^{But fly to} learn

3) how to refresh - you call us or visit?

4) quantity of resources?

5) how are the activities presented.

eg. self selection?

duration?

any explanation?

6) are board games suitable?

7) Storage of ~~semi~~ completed work?

8) plastic zip bags? storage.

Beds

12/11 BYDC [no oak]

Hayley alert on the roof.

~~Chap~~ Chaplaincy team - check if car came to watchcare.

Dice roll through
the glass

~~the~~ schedule - when come

- 1) Send to Lianne a list prior to purchase
→ QPS approve → + then deliver to Lianne
- 2) Kit supervised by Youth Workers
Youth Workers can go through
- 5) how to use it
- 3) YJ can tell ~~how~~ ^{when} ^{replenish} ^{+ feedback} ~~quantity~~ ~~size~~ | p can deliver
I would ~~be~~ + can give away + then replace.
[soft cover]

↓
Lianne will request training.

- 3ip bag ^{argy} cheap for storage only

- Coloured charcoal needs to be same as black eg. tubervel

[video's] X ABC (SBS programs)
channel TV - to turn on TV.
BTN show.

RICHARDS, Clare

From: RICHARDS, Clare
Sent: Monday, 3 September 2018 4:00 PM
To: LAVERY, Buffy (blave18)
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy,

I have been advised that the watchhouse meeting has been rescheduled, so no problem at all.

What you showed me looked great so looking forward to getting approval from the watchhouse and Youth Justice so they can be ordered.

As discussed, please order one book of each, with the premise that if a young person would like to keep the book on their departure, they can.

I had one concern about the GCEA book, as writing in charcoal – that would be messy and a challenge – and would have to check they can transport it from the watchhouse to the YDC. (the other issue is that they may go to Townsville). Anyway, will find out.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@ged.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Monday, 3 September 2018 3:37 PM
To: RICHARDS, Clare
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Clare

I'm not going to be able to get the list to you before COB today. I have to redo some of the work done today. I'll send it tonight or first thing tomorrow.

My apologies.

Buffy

LAVERY, Buffy

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From: RICHARDS, Clare [mailto:Clare.RICHARDS@qed.qld.gov.au]
Sent: Thursday, 30 August 2018 1:58 PM
To: LAVERY, Buffy (blave18)
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy.

Perfect. Did you want to meet in the foyer of Education House and we can go to a nearby coffee shop.

Michelle, did you want to come along too?

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Thursday, 30 August 2018 1:51 PM
To: RICHARDS, Clare
Cc: BOND, Michelle
Subject: Re: Proposal for Watchhouse Meeting August 20 2018

Hi Clare

Tomorrow would be fine. I can come after 2 if that suits.

Cheers

Buffy

Get [Outlook for iOS](#)

From: RICHARDS, Clare <Clare.RICHARDS@qed.qld.gov.au>
Sent: Thursday, August 30, 2018 10:48:01 AM
To: LAVERY, Buffy (blave18)
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy,

Happy to meet you in person if that is easier – or over the phone – so let me know what suits.

Tomorrow is fine except I am not available between 12pm and 2pm.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]
Sent: Thursday, 30 August 2018 9:58 AM
To: RICHARDS, Clare
Cc: BOND, Michelle
Subject: Re: Proposal for Watchhouse Meeting August 20 2018

Hi Clare

My response to this seems to have disappeared!

Sorry I didn't get back to you last week as I was away. I work for the hospital school Monday - Wednesday and it has been very busy.

The list is well underway and will be ready for the meeting on September 5. However I would like to talk to you before then. Can I call you tomorrow to clarify a few points and ensure we are on the right track.

If you could let me know a time and a number on which to call tomorrow or Friday that would be great.

Call me or text me on contrary to public if that is easier than email.

Buffy

[Get Outlook for iOS](#)

From: RICHARDS, Clare <Clare.RICHARDS@qed.qld.gov.au>
Sent: Tuesday, August 28, 2018 1:32:58 PM
To: LAVERY, Buffy (blave18)
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy,

Hope you are well.

I have been invited to attend the next watch house meeting on 5 September.

Would you possibly have a list of the items you are proposing (with links) that you can send to me before the meeting so I can send it to the members?

If it is too soon, can you please provide me an update on where the project is up to?

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: RICHARDS, Clare
Sent: Tuesday, 21 August 2018 2:03 PM
To: 'LAVERY, Buffy (blave18)'
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy and Michelle,

I met with the watch house meeting today which was very interesting. The group certainly recognises that safety restrictions may limit what we can provide, however, QPS can decide how they mitigate any risk on any items supplied by DoE.

First steps:

- To ensure suitable purchases, can a list **prior to purchase** be sent Leanne and I (with links where possible). Leanne will seek approval from QPS and once approved, then the approved items can be ordered.
- The education packs are to be **delivered to Leanne directly (not to the watch house)**. Leanne will take the items to the watch house.
- **Replenishment of the items/future resourcing:**
 - Youth Justice will contact DoE when the packs need replenishing/what is great/what is not popular etc.. therefore, the teacher/teacher aide does not need to visit the watch house unless requested by Leanne/Marco from YJ.
- **Delivery to the young people:**
 - The Youth Workers will provide any instructions to the young person.
 - Leanne will contact DoE directly if training is required for any of the items.

Important considerations:

- **Charcoal:**
 - Charcoal must not be encased in a pencil/wood – only “bare” charcoal is allowed.
 - Compressed **coloured charcoal** is being considered by QPS. If approved, this could be ordered as part of the education pack. Will update you asap.
- **Books:**
 - **Soft covered** and only **one book of each title** needs to be purchased.
 - The members were happy with adult level, rather than young adults, (the last girl in there took to Wuthering Heights) 😊 providing the books do not have sex, graphic violence, drug use or a lot of swearing.
- **Maths:**
 - The young people also requested maths problems so maths focussed items are encouraged.

Storage is ample, and would be the responsibility of QPS to store the items, request replenishment and monitor the success of it.

I hope that this clears up a few concerns. Looking forward to receiving the list of books, games, etc.. that you have decided are appropriate.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: RICHARDS, Clare
Sent: Monday, 20 August 2018 2:57 PM
To: 'LAVERY, Buffy (blave18)'
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy,

I noted that the dice is a suggestion, but I recall that was not agreed to by the Watch House Sergeant, so please make sure that is not purchased.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]
Sent: Saturday, 18 August 2018 8:46 AM
To: RICHARDS, Clare
Cc: BOND, Michelle
Subject: Re: Proposal for Watchhouse Meeting August 20 2018

Thanks Clare. That's all good. Hopefully we can get the packs up and running very soon.
We will start using some of the the Teacher Aide hours from next Monday to get the ordering underway.

Cheers Buffy

Get Outlook for iOS

From: RICHARDS, Clare <Clare.RICHARDS@ged.qld.gov.au>
Sent: Friday, August 17, 2018 11:52:11 AM
To: LAVERY, Buffy (blave18)
Cc: BOND, Michelle
Subject: RE: Proposal for Watchhouse Meeting August 20 2018

Hi Buffy

Just reviewing the attachment.

I can ask the questions at the meeting on who gives final approval etc.... at the meeting I will attend just so everything is clear as work progresses.

While I thank you for expanding on the thoughts past the education packs, it is important that we keep this quite tightly focussed to what Youth Justice asked of us.

The watch house is a temporary basis and for short durations as the young person will transition out as soon as possible. From this, the following two suggestions will not be suitable to raise as not appropriate for this setting or task (but I thank you for thinking past the immediate point).

- Access to youth workers by a teacher to provide guidance in using the materials with the young people to enhance the educational outcome
- Access to information held by BYETC or on OneSchool indicating the current educational standard of individual students. This would make it possible to target activities which may help students to work towards completing certification already commenced at BYETC or develop their skills prior to returning to the community and school.

This information would be sourced from Central Office rather than the Detention Centres – however, due to the short time they are kept in the watch house, the focus is just keeping them occupied in a positive and educational based way – reading, games that involve problem solving, spelling etc.. so if this did eventuate, this may not be tasked to Lady Cilento – so you don't need to worry about this unless I am advised we are going down this avenue.

Thanks again for all of your work in producing education packs.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@ged.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]
Sent: Thursday, 16 August 2018 11:33 AM
To: RICHARDS, Clare

Cc: BOND, Michelle
Subject: Proposal for Watchhouse Meeting August 20 2018

Hi Clare

Here is the proposal. I hope it is what you want. Please call me on contrary to public or email me if you want changes made. Or of course you can add or delete whatever you want!

Unfortunatley I was unable to meet up with Marco Ragano from Youth Justice before next Monday. We were both at the Detention Centre last Friday but did not manage to meet. Marco was unavailable Monday Tuesday this week and I am away from Brisbane for the rest of this week. We have arranged to meet at the Watchhouse next Monday at about 2:00 pm. Some of my questions around storage and resources already purchased by Youth Justice will be answered at that meeting. Other questions around approval for activities and delivery of the activities to the young people might be answered at your meeting.

I think it is important that it is understood that the young people are not going to "learn" in any meaningful way given the constraints of the environment or without adult input. Most of these young people are in need of expert teaching targeted at their very specific needs. The most this program can provide is engagement with some activities which might help contribute to their wellbeing. In its current highly constrained form it is, at best, a temporary measure.

Cheers

BuffyLavery

Teacher

Lady Cilento Children's Hospital School

Level 8 | Lady Cilento Children's Hospital | Stanley Street, South Brisbane, Q 4101 | PO Box 3474 | South Brisbane, Q 4101

p 07 3004 7888 | f 07 3004 7800 | e blave18@eq.edu.au

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RICHARDS, Clare

From: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>
Sent: Tuesday, 18 September 2018 8:05 AM
To: RICHARDS, Clare
Subject: FW: Department of Education proposed education pack list
Attachments: WATCH HOUSE PROJECT EDUCATION RESOURCES.DOCX

FYI

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M: [contrary to public in



From: Halfpenny.RussellJ[BR] [mailto:Halfpenny.RussellJ@police.qld.gov.au]
Sent: Tuesday, 18 September 2018 7:57 AM
To: Leanne Beikoff ; Hayes.KymL[BR]
Cc: Marco A Regano
Subject: RE: Department of Education proposed education pack list

Leanne,

Ive had a look at the list and they all look okay to me.

The books are allowed on the proviso they are soft backed with no staples.

And as always, whatever goes into the cell MUST come out. Any abuse of any items will cause immediate cancellation of their use by that YP whilst at the Watchhouse.

Regards

Inspector
Russell Halfpenny
State Watchhouse Group
Brisbane City Watchhouse
Ph: [S 47(3)(b) C]

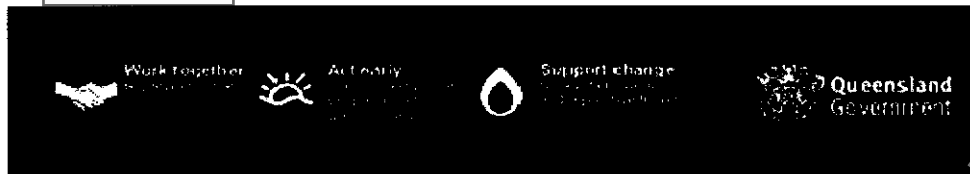
From: Leanne Beikoff [mailto:Leanne.BEIKOFF@csyw.qld.gov.au]
Sent: Friday, 14 September 2018 11:30 AM
To: Hayes.KymL[BR] <Hayes.KymL@police.qld.gov.au>; Halfpenny.RussellJ[BR]
<Halfpenny.RussellJ@police.qld.gov.au>
Cc: Marco A Regano <Marco.REGANO@csyw.qld.gov.au>
Subject: FW: Department of Education proposed education pack list

Hi

For your consideration and approval.

Regards

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M: contrary to public in



From: RICHARDS, Clare [<mailto:Clare.RICHARDS@qed.qld.gov.au>]
Sent: Friday, 14 September 2018 8:08 AM
To: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>; Cryer.MarcusH[BR] <Cryer.MarcusH@police.qld.gov.au>
Subject: Department of Education proposed education pack list

Hi Leanne and Marcus

Please find attached the proposed education packs.

Can you please have a look through the proposed lists and approve or decline each one please.

Then I will send back to Buffy so the approved items can be ordered.

Kind regards

Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane
QLD 4000
PO Box 15033 | City East QLD 4002

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]
Sent: Thursday, 13 September 2018 7:32 PM

To: RICHARDS, Clare
Subject: RESOURCE LIST

Hi Clare

Sorry I forgot to send you this for Monday's meeting. There will be some additional costs for stationery and storage items which can't be calculated until we know what is approved. It would be great to know what is approved as soon as possible so that the items can be ordered before the holidays.
Let me know if you have any concerns or need any further information .

Cheers
Buffy

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Tuesday, 18 September 2018 8:46 AM
To: LAVERY, Buffy (blave18)
Cc: BOND, Michelle
Subject: FW: Department of Education proposed education pack list
Attachments: WATCH HOUSE PROJECT EDUCATION RESOURCES.DOCX

Hi Buffy,

The watch house sergeant and Leanne have looked through.

To note, Leanne purchased about 50 books including different titles of Where's Wally; Tree House; Diary of a Wimpy Kid; Captain Underpants, Roald Dahl; and David Walliams and already have a number of packs of UNO cards already at the BCWH so don't purchase those items.

If you require anything further, please let me know.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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From: Leanne Beikoff [mailto:Leanne.BEIKOFF@csw.qld.gov.au]
Sent: Tuesday, 18 September 2018 8:05 AM
To: RICHARDS, Clare
Subject: FW: Department of Education proposed education pack list

FYI

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M contrary to public



From: Halfpenny.RussellJ[BR] [mailto:Halfpenny.RussellJ@police.qld.gov.au]
Sent: Tuesday, 18 September 2018 7:57 AM
To: Leanne Beikoff ; Hayes.KymL[BR]
Cc: Marco A Regano
Subject: RE: Department of Education proposed education pack list

Leanne,

Ive had a look at the list and they all look okay to me.

The books are allowed on the proviso they are soft backed with no staples.

And as always, whatever goes into the cell MUST come out. Any abuse of any items will cause immediate cancellation of their use by that YP whilst at the Watchhouse.

Regards

Inspector
Russell Halfpenny
State Watchhouse Group
Brisbane City Watchhouse
Ph: S 47(3)(b) Q

From: Leanne Beikoff [mailto:Leanne.BEIKOFF@csyw.qld.gov.au]
Sent: Friday, 14 September 2018 11:30 AM
To: Hayes.KymL[BR] <Hayes.KymL@police.qld.gov.au>; Halfpenny.RussellJ[BR] <Halfpenny.RussellJ@police.qld.gov.au>
Cc: Marco A Regano <Marco.REGANO@csyw.qld.gov.au>
Subject: FW: Department of Education proposed education pack list

Hi

For your consideration and approval.

Regards

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M contrary to public i



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Sent: Friday, 14 September 2018 8:08 AM
To: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>; Cryer.MarcusH[BR] <Cryer.MarcusH@police.qld.gov.au>
Subject: Department of Education proposed education pack list

Hi Leanne and Marcus

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Can you please have a look through the proposed lists and approve or decline each one please.

Then I will send back to Buffy so the approved items can be ordered.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002



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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]
Sent: Thursday, 13 September 2018 7:32 PM
To: RICHARDS, Clare
Subject: RESOURCE LIST

Hi Clare

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Let me know if you have any concerns or need any further information.

Cheers
Buffy

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RICHARDS, Clare

From: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>
Sent: Tuesday, 18 September 2018 1:11 PM
To: RICHARDS, Clare
Subject: FW: Education Packs For Juveniles

FYI

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M [contrary to public in



From: Halfpenny.RussellJ[BR] [mailto:Halfpenny.RussellJ@police.qld.gov.au]
Sent: Tuesday, 18 September 2018 11:38 AM
To: Watchhouse Brisbane
Cc: Leanne Beikoff
Subject: Education Packs For Juveniles

Troops,

Education Queensland will be taking an active role in providing suitably approved education material for the Juveniles in Custody to use during their stay at the BCWH.

The finer details are being worked out but will involve the following:

- The education material will be provided and administered by Youth Justice Workers.
- There will be a **one hour period** designated between lunch and afternoon tea where the TV will be shut off and the Education packs provided. (OIC to decide on actual time)
- The procedure will be either one of two methods.
- Firstly the juveniles are locked down in their cells and the youth justice worker accesses the Common Room to assist with the education packs whilst the Juveniles work on them in their cells, or
- Secondly the juveniles access the common area to work on the education packs and the youth justice worker walks around the outer perimeter to assist with the education packs.
- Any juvenile who does NOT want to participate in the education activities will be locked down in their cell for the duration of that activity.

All efforts to assist in facilitating this activity will be expected to be given.

Regards

Inspector
Russell Halfpenny
State Watchhouse Group
Brisbane City Watchhouse
Ph: [S 47(3)(b) Q

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Tuesday, 18 September 2018 1:26 PM
To: Leanne Beikoff; Halfpenny.RussellJ[BR]
Subject: RE: Education Packs For Juveniles

Thank you Leanne and also to Russell.

Any issues around anything related to the education packs, please let me know.

As I mentioned in the meeting, a structured period that gives the young person to read, draw, solve puzzles all goes towards a learning experience.

Thank you again for the opportunity to assist the young people held temporarily in the Brisbane watch house.

Leanne, Buffy may contact you directly about delivery of the education packs (I advised her today to go ahead with the orders). I have said that everything is to go to you as DoE staff are not expected to visit the watch house to deliver the material. If this doesn't occur at any point, please let me know.

If you need anything further, please feel free to contact me.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: Leanne Beikoff [<mailto:Leanne.BEIKOFF@cswy.qld.gov.au>]

Sent: Tuesday, 18 September 2018 1:11 PM

To: RICHARDS, Clare

Subject: FW: Education Packs For Juveniles

FYI

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women

M contrary to public



From: Halfpenny.RussellJ[BR] [mailto:Halfpenny.RussellJ@police.qld.gov.au]
Sent: Tuesday, 18 September 2018 11:38 AM
To: Watchhouse Brisbane
Cc: Leanne Beikoff
Subject: Education Packs For Juveniles

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- Any juvenile who does NOT want to participate in the education activities will be locked down in their cell for the duration of that activity.

All efforts to assist in facilitating this activity will be expected to be given.

Regards

Inspector
Russell Halfpenny
State Watchhouse Group
Brisbane City Watchhouse
Ph: S 47(3)(b) Q

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RICHARDS, Clare

From: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>
Sent: Thursday, 11 October 2018 12:21 PM
To: RICHARDS, Clare
Subject: Re: Watchhouse education resources

Thanks Clare
See you on Tuesday
Regards
Leanne

Sent from my iPhone

On 11 Oct 2018, at 11:19 am, RICHARDS, Clare <Clare.RICHARDS@qed.qld.gov.au> wrote:

Hi Leanne
Here is an update which I will talk to next week at the meeting.

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations

Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]

Sent: Thursday, 11 October 2018 11:17 AM

To: RICHARDS, Clare

Cc: MILLS, Kerri (kmill55), BOND, Michelle

Subject: Re: Watchhouse education resources

Hi Clare

An update.

Although they were ordered before the holidays only a few of the resources for the Watchhouse have arrived. Kerri and I will begin processing them so that they meet the guidelines provided by Youth Justice and the BWH. In some cases this will involve breaking them down into small booklets or individual worksheets suitable to be photocopied. Others will have an additional "educational" layer added to them e.g. comprehension questions to promote thought and discussion or be made into games for two or more to play.

Hopefully more items will arrive this week and we will be ready to deploy them within the next few weeks.

Cheers

Buffy Lavery

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From: RICHARDS, Clare <Clare.RICHARDS@qed.qld.gov.au>
Sent: Wednesday, September 19, 2018 9:03:28 AM
To: LAVERY, Buffy (blave18)
Cc: MILLS, Kerri (kmill55); BOND, Michelle
Subject: RE: Watchhouse education resources
Hi Buffy,
Thank you for your email.

Do you mean to identify the resources as belonging to DoE or which box they belong to? For the former, it wouldn't be required as the resources will be used under supervision by the youth workers – however, for the latter, it could be written in nikko which box. The watch house wouldn't allow tags/stickers e.g. things that could be pulled off and used to cut or swallow/choke etc..

Kind regards

Clare Richards

Policy Manager, Student Protection

State Schools - Operations

Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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From: LAVERY, Buffy (blave18) [<mailto:blave18@eq.edu.au>]

Sent: Tuesday, 18 September 2018 5:24 PM

To: RICHARDS, Clare

Cc: MILLS, Kerri (kmill55); BOND, Michelle

Subject: Watchhouse education resources

Hi Clare

Thank you. The remainder of the resources were ordered today and most should arrive by the beginning of next term ready to be processed and then delivered to Leanne.

Do you want a sticker or any sort of identifier on the resources? If yes could you advise on the text.

Cheers

Buffy

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Friday, 26 October 2018 9:20 AM
To: WEEDEN, Brett
Subject: Education packs - Watchhouse

Hi Brett,

I have had an update that the main delivery for the Education Packs will be next Friday.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661

E: clare.richards@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Monday, 5 November 2018 8:05 AM
To: WEEDEN, Brett
Subject: FW: Drop off dice

FYI Brett, the education packs have been delivered.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 2 November 2018 6:13 PM
To: RICHARDS, Clare
Subject: Re: Drop off dice

Hi Clare.

I delivered 3 boxes of resources to Marco Regano at Youth Justice today. I gave him a brief rundown on the contents and said I am happy to talk to the Youth Workers by phone or in person if they have any queries about how to use the resources but generally they are self explanatory (I think).

It would be good to eventually get some feedback on how the resources are being used, what is popular/a flop etc. There is still money available for further resources once usage is reviewed in about a month.

I also forgot to mention to Marco that there are still some magazines on subscription to come.

Cheers

Buffy

Get [Outlook for iOS](#)

From: RICHARDS, Clare
Sent: Friday, November 2, 2018 8:41:06 AM
To: LAVERY, Buffy (blave18)
Subject: RE: Drop off dice

Great. I think it will be slow going implementing and also things might be banned very quickly, so it will be a waiting game in a lot of ways.

Kind regards
Clare Richards
Policy Manager, Student Protection

State Schools - Operations
Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 2 November 2018 8:40 AM
To: RICHARDS, Clare
Subject: Re: Drop off dice

Hi Clare we have only a few. There are lots of maths dice games that we could make up if the dice prove to be possible but will wait for feedback on the success or otherwise of this lot of resources before we go any further.

Cheers Buffy

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From: RICHARDS, Clare
Sent: Friday, November 2, 2018 8:00:28 AM
To: LAVERY, Buffy (blave18)
Subject: RE: Drop off dice

Thank you Buffy.

Unfortunately being in the watch house it has to be (understandably) so stringent so the dice might not last long, so please don't buy too many dice games – but a couple would be great.

Kind regards
Clare Richards
Policy Manager, Student Protection

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 2 November 2018 7:54 AM

To: RICHARDS, Clare
Subject: Re: Drop off dice

Hi Clare

contrary to public interest

I hope you are now ok.

I'm just going into LCCHS to work out how best to package up the resources, go to officeworks to get a few stationery items and then I'll contact Leanne about a time to deliver them. I'll add a few games requiring dice and the rice paper counters so that they can trial them.

Cheers

Buffy

Get Outlook for iOS

From: RICHARDS, Clare
Sent: Friday, November 2, 2018 7:44:56 AM
To: LAVERY, Buffy (blave18)
Subject: RE: Drop off dice

Hi Buffy

Sorry, contrary to public interest and meant to update you.

Re: the dice, they said the small ones (as expected) are a definite no. However, they are going to trial the red harder ones and the softer sponge ones. Both aren't 100% great but they are willing to give them a go with the Youth Workers supervising. I left the bag of dice with Leanne, so you can also pick up *your* bag when you see her. I reconfirmed with Leanne that you are dropping off the education packs direct to her when they are ready.

When do you expect to drop them off as I think you said possibly today?

Kind regards
Clare Richards
Policy Manager, Student Protection

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Thursday, 1 November 2018 4:38 PM
To: RICHARDS, Clare
Subject: Re: Drop off dice

Hi Clare

Was any decision made about dice at the meeting?

Cheers

Buffy

Get Outlook for iOS

From: RICHARDS, Clare
Sent: Friday, October 26, 2018 10:40:29 AM
To: LAVERY, Buffy (blave18)
Subject: RE: Drop off dice

Hi Buffy,

I just realised as it will be 2.30pm, I will need to be walking from 2.10pm – so if you can get here before 2pm, that would be really great.

And yes, please text me when you are close.

Kind regards
Clare Richards
Policy Manager, Student Protection

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 26 October 2018 10:33 AM
To: RICHARDS, Clare
Subject: Re: Drop off dice

Sure thing. I'll text you when I'm close. Cheers Buffy

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From: RICHARDS, Clare
Sent: Friday, October 26, 2018 10:32:11 AM
To: LAVERY, Buffy (blave18)
Subject: RE: Drop off dice

Thanks Buffy.

I do have a meeting at 2.30pm to 3pm, so is 2pm okay?

Kind regards
Clare Richards
Policy Manager, Student Protection

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Department of Education (DoE)

P: 07 3513 6661
E: clare.richards@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002



From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 26 October 2018 10:22 AM
To: RICHARDS, Clare
Subject: Drop off dice

Hi Clare

Unless there is a specific time that would suit you better, we can drop them off some time between 2 and 3 on Monday.

Buffy

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RICHARDS, Clare

From: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>
Sent: Thursday, 29 November 2018 1:48 PM
To: RICHARDS, Clare
Subject: RE: YJ Watchhouse list

Hi Clare

I have passed the info onto my line manager Laz Herrera as I'm not sure if this is possible or not.

Hope you have a good break too.

Regards

Leanne Beikoff | Manager
Watchhouse Response Team
Youth Justice
Department of Child Safety, Youth and Women
M Contrary to Public Int



From: RICHARDS, Clare [<mailto:Clare.RICHARDS@qed.qld.gov.au>]
Sent: Thursday, 29 November 2018 1:12 PM
To: Leanne Beikoff <Leanne.BEIKOFF@csyw.qld.gov.au>
Subject: YJ Watchhouse list

Hi Leanne

North Queensland region (Townsville, who also assist with Mt Isa etc..) have raised an interesting query.

To give you a bit of background, normally NQ can see where their young people are by their enrolment in a YDC (through the Educational Units). This means that they can keep track of the young person and keep the school informed on when they will return etc...

Now as a number of YP are being held in the watchhouses, they are not (of course) able to be registered in either BYETC or CETC (hence the educational packs).

So, I am wondering to assist with the transitioning of these YP into CETC, or back into the community would you be comfortable adding Leonie Johnston to the list of recipients? Her email is Leonie.JOHNSON@qed.qld.gov.au

There would also be a Metro contact who I can find out who that is.

Oh, and happy holidays – I hope you resist the temptation to come in.

Kind regards
Clare Richards
Policy Manager, Student Protection
State Schools - Operations



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RICHARDS, Clare

From: RICHARDS, Clare
Sent: Friday, 30 November 2018 12:02 PM
To: 'LAVERY, Buffy (blave18)'
Cc: Bond, Michelle
Subject: RE: Dice and Education pack feedback

Hi Buffy,

Yes, unfortunately the youth workers are not able to provide any type of one-on-one assistance (too many young people, and not enough youth workers). You have hit the nail on the head why head office didn't approach the YDC educational units, and approached Lady Cilento instead.

While I think of it, QPS are thinking of painting blackboard paint on the walls so the kids can draw with chalk (!) so will see if that gets approved in the coming weeks (we won't need to supply anything but it is good if that happens as it may broaden what you can develop that includes chalk rather than charcoal).

Have asked Leanne to get back to me about your questions, or it may be Jas.

Kind regards
Clare Richards
Policy Manager, Student Protection

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 30 November 2018 11:52 AM
To: RICHARDS, Clare
Cc: Bond, Michelle
Subject: RE: Dice and Education pack feedback

Hi Clare

I knew that teachers were not going to go in. I meant that I didn't know what level of support the youth workers were going to give – just handing out activities or working with the students one on one or in small groups etc.

Happy to let you sort it out with whoever at Youth Justice. Also happy to talk to anyone about specific resources which have been successful and where they may want more. Probably worth noting that in the end we didn't use any of the resources from the Youth Detention Centre because (a) there needs to be teaching associated with the workbooks and (b) any student who went on to the YDC from the Watchhouse may have already seen and attempted to do the work at the Watchhouse and be reluctant to try it again under more favourable circumstances.

Cheers
Buffy

LAVERY, Buffy

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From: RICHARDS, Clare [mailto:Clare.RICHARDS@qed.qld.gov.au]
Sent: Friday, 30 November 2018 11:42 AM
To: LAVERY, Buffy (blave18) <blave18@eq.edu.au>
Subject: RE: Dice and Education pack feedback

Hi Buffy

Yes, that was agreed at the start that the youth workers (from youth justice) are the only ones allowed to deliver/supervise the education packs. Hence, that is why no teachers were allowed in the secure section. Sorry, I thought that you realised this from the discussions.

In regards to the rest of the email, that is really odd as Leanne is still there till today and I am sure she will doing a full handover. If we can keep it that Jas contacts me as she will also be at the watchhouse meetings and any info for the development side, I will let you know.

Marco is still there, but I think they are very busy with the excessive numbers so he has been working also as one of the youth workers in the Watchhouse during this peak time.

I will contact Leanne and Jas to make sure everyone is up to speed.

Kind regards
Clare Richards
Policy Manager, Student Protection

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From: LAVERY, Buffy (blave18) [mailto:blave18@eq.edu.au]
Sent: Friday, 30 November 2018 11:17 AM
To: RICHARDS, Clare
Subject: RE: Dice and Education pack feedback

Hi Clare

Thank you for getting some feedback for us. As we didn't know what the youth workers were going to be able to deliver and support it was difficult to know quite what level of work to provide!

The dice have been ordered, I'll let you know when they arrive.

Some questions:

Do they want easier maths work?

Do they have enough of the "games, magazines, books, simple tasks" or would they like some more?

Have the drawing with charcoal activities been used and would they like some additional activities like this?

There are still some magazines which have been ordered on subscription to come. We have used the paper staple on other resources but I don't think they would be strong enough to hold a magazine together though we will certainly try that first. If that doesn't work, Officework has really cheap binging/gluing service which we can use.

On another matter Michelle Bond received an email from Kathy Morrison at the Youth Detention Centre. She had been approached by Jas Nelson who is taking over at Youth Justice while Leanne Beikoff is away. Kathy told Jas that I had been developing some resources but she was unsure where that was up to. Marco Regano at Youth Justice should have been able to fill her in as he was the person I gave the resources to, but perhaps he is no longer there. I'm happy to talk to Jas but wanted to run it by you first. Her contact details: contrary to public if you would prefer to talk to her.

Cheers

Buffy

LAVERY, Buffy

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From: RICHARDS, Clare [<mailto:Clare.RICHARDS@ged.qld.gov.au>]

Sent: Wednesday, 28 November 2018 9:32 AM

To: LAVERY, Buffy (blave18) <blave18@eq.edu.au>

Subject: Dice and Education pack feedback

Hi Buffy

I went to the watch house meeting yesterday.

There was feedback on the maths items that they require too much one-on-one assistance and too much explanation. From this, we won't be required to produce anymore of these for the watch house young people. The feedback has been that the games, magazines, books, simple tasks are great to keep them stimulated. Unfortunately it isn't an environment where they can be "taught" in the classroom sense.

I am not sure if you are aware, but they talked about "paper" staples. Not sure how effective they are when stapling magazines, but might save you some time if they work.

Can you please order 5 more of the yellow sponge dice and 5 more of the other plastic dice (I think it was orange). Alas – already gone missing from the watchhouse! The small ones aren't suitable so no need for more of those.

If you can let me know when they are ready, I will see how to deliver them (I might pick them up from you and take to the next watchhouse meeting) as Leanne is on leave till Christmas.

Kind regards
Clare Richards
Policy Manager, Student Protection

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Meaningful Activities for Youth in the Brisbane City Watchhouse

Meaningful activity

Area	Resources approved
Education	
Writing	<ul style="list-style-type: none"> - Charcoal including coloured charcoal approved for all writing purposes. - Butcher style paper approved for use as in place of work books, art and planning/ goal setting activities. <p>*note: no pens, pencils, chalk, crayons or like are approved.</p>
Reading: <ul style="list-style-type: none"> • 	Soft cover books No Staples and age appropriate
Educational card games: <ul style="list-style-type: none"> • Social skills 	"Should I or Shouldn't I?" card game (Middle School/High School Edition) Cards that do not have sharp edges – made from cardboard or paper – small to medium sized. <ul style="list-style-type: none"> • Nothing laminated
Language and vocabulary development	"Teaching Vocabulary words with multiple meanings" Soft cover activity books – No staples
Discussions around skills for activities for daily living.	Functional Sequencing Activity Sheets for Daily Living Skills
Discussion around different types of social situations and perspectives.	Soft cover book - Social Language Development Scenes - Elementary
Mindful colouring	Colouring in; Coloured charcoal Photocopied pages to colour if staples in books

Positive goal setting Planning with the YP	'Talking up our strengths' cards <ul style="list-style-type: none"> • Card that do not have sharp edge – made from cardboard or paper – small to medium sized.
Graphic novels, comics, magazines	Soft cover, no staples – age appropriate.
Find-A-Word puzzle books; Crossword books	Soft Cover and no staples Charcoal for writing only
Physical activities	
Exercise program that doesn't require any equipment.	Body weighted exercise routes – eg pushups, situps, burpees ETC.
Soft stress balls	To be used in exercise yard only

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