

STUDENT BEHAVIOUR, WELLBEING AND ENGAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact us using the details above.

PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing a safe and supportive learning environment for students
- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school's policies and procedures for responding to inappropriate student behaviour.

Stawell West Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

SCOPE

This policy applies to all school activities, including camps and excursions.

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1. School profile
2. School values, philosophy and vision
3. Wellbeing and engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations and management
7. Engaging with families
8. Evaluation

POLICY

1. School profile

Opened in 1965, Stawell West Primary School is located in the regional township of Stawell. A Foundation to Year 6 school, it caters for students predominantly from the local area and is one of three local primary schools in Stawell. The school has had an enrolment of approximately 100 students for the past 5 years, consisting of 30% FTE Aboriginal students and 10% English as a Additional Language students. In 2022, the staff consists of 1 Principal Class, 5 classroom teachers, 1 Wellbeing Teacher 0.4, 7 Education Support staff and a Business Manager. The school's facilities consist of the original building, housing nine open-plan teaching areas, and a Science and Arts Learning Centre, Science, assemblies and meetings. The grounds provide a variety of spaces for both active and passive play and includes access to shaded/covered areas, three adventure playgrounds and a large grassed area for recreation and outdoor learning activities. The school values are Respect, Responsibility, Commitment, Inclusion, Support, Fairness, Cooperation & Honesty. The curriculum, based on the Victorian Curriculum, provides the students with designated time within a 4-day block for Literacy and Numeracy instruction. On the fifth day, Specialist programs run throughout the day, enabling all students to learn Visual and Performing Arts; Humanities; Health and Physical Education; and ICT and Design. Other Educational programs, including Languages Other Than English (Chinese) and Science, are taught during the 4-day block. We structure the learning so that our students have access to seven specialist programs.

2. School values, philosophy and vision

Stawell West Primary School's mission is to develop in its students, staff and community a commitment to life-long learning, a passion for achievement, excellence and understanding that all individuals can contribute as successful, responsible citizens.

3. Wellbeing and engagement strategies

Stawell West Primary School has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and less isolated. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

Universal

- high and consistent expectations of all staff, students and parents and carers
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing
- creating a culture that is inclusive, engaging and supportive and that embraces and celebrates diversity and empowers all students to participate and feel valued
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- deliver a broad curriculum including VET programs, VCE and VCAL to ensure that students are able to choose subjects and programs that are tailored to their interests, strengths and aspirations
- teachers at Stawell West Primary School instructional framework to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons
- teachers at Stawell West Primary School adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching

- our school's Statement of Values and School Philosophy are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Council and other forums including year group meetings and Peer Support Groups. Students are also encouraged to speak with their teachers, Year Level Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through school plays, athletics, music programs and peer support programs
- all students are welcome to self-refer to the Student Wellbeing Coordinator, School Chaplain and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
 - Respectful Relationships
 - Resilience Project
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- measures are in place to empower our school community to identify, report and address inappropriate and harmful behaviours such as racism, homophobia and other forms of discrimination or harassment.

Targeted

- Koorie students are supported to engage fully in their education, in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture
- our English as a second language students are supported through our EAL program, and all cultural and linguistically diverse students are supported to feel safe and included in our school
- we support learning and wellbeing outcomes of students from refugee background
- we provide a positive and respectful learning environment for our students who identify as LGBTIQ+ and follow the Department's policy on [LGBTIQ Student Support \[insert any specific measures at your school to support LGBTIQ+ students\]](#)
- all students in Out of Home Care are supported in accordance with the Department's policy on [Supporting Students in Out-of-Home Care](#) including being appointed a Learning Mentor, having an Individual Learning Plan and a Student Support Group (SSG) and being referred to Student Support Services for an Educational Needs Assessment
- students with a disability are supported to be able to engage fully in their learning and school activities in accordance with the Department's policy on [Students with Disability](#), such as through reasonable adjustments to support access to learning programs, consultation with families and where required, student support groups and individual education plans
- wellbeing and health staff will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year
- staff will apply a trauma-informed approach to working with students who have experienced trauma
- students enrolled under the Department's international student program are supported in accordance with our legal obligations and Department policy and guidelines at: [International Student Program](#)

Individual

Stawell West Primary School implements a range of strategies that support and promote individual engagement. These can include:

- building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances
- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plan and/or a Behaviour Support Plan
- considering if any environmental changes need to be made, for example changing the classroom set up
- referring the student to:
 - o school-based wellbeing supports
 - o Student Support Services
 - o Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances and health and wellbeing
- collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student
- monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family
- engaging with our regional Koorie Engagement Support Officers
- running regular Student Support Group meetings for all students:
 - o with a disability
 - o in Out of Home Care
 - o with other complex needs that require ongoing support and monitoring.

4. Identifying students in need of support

Stawell West Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. Stawell West Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals

5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, racism, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team. Further information about raising a complaint or concern is available in our Complaints Policy.

6. Student behavioural expectations and management

Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy.

When a student acts in breach of the behaviour standards of our school community, Stawell West Primary School will institute a staged response, consistent with the Department's policies on behaviour, discipline and student wellbeing and engagement. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Repeated incidents of below the line behaviour will result in parent contact and a student behaviour management plan will be developed in conjunction with student, parents, principal, classroom teacher and support staff. The ability for the student to participate in incursions, excursions and camps will be outlined in the behaviour management plan.

Stawell West Primary Schools behaviours and behaviour management process are as follows:

- After verbal warnings and continued below the line behaviour students will be moved to a buddy classroom (for a period of 60 mins) this will also result in a Yard Duty. Supervising teacher to contact parents / carers as soon as is practical. Incident to be put onto Xuno.
- If students refuse to move to a buddy classroom, removal of the whole class is to take place. A phone call to the parents will be made by the supervising teacher as well as documenting this on XUNO. If there is a potential safety issue for staff or students then a phone call home should be made to come and collect the student.
- Removal from a specialist lesson on consecutive days or continued removal from the same specialist lesson will result in a call to the parents by the Principal and an in-school suspension the following day.
- Removal from any classroom more than once in one day will result in a call to the parents by the Classroom teacher and an in school suspension the following day.
- Swearing (depending on the severity and context of it) results in either a call or a Xuno message to parents by the supervising teacher, students will either have a Yard Duty or be removed from an area/space in the yard.
- Verbal Assault (intentionally trying to damage the mental or emotional wellbeing of someone through their words, spoken or written) to a student or staff member will result in a call to parents by the Principal/Classroom/supervising teacher and an in school suspension the following day.
- Intentionally causing physical harm to a student or staff member will result in removal from the classroom / school yard followed by a call to the parents by the supervising Teacher or Principal. Parents are required to attend school and the student needs to be withdrawn from the premises . An In school suspension will occur the following day.
- Students leaving any lesson without permission, or defying any staff will result in removal to a buddy classroom. If this occurs twice in one day it will result in a call to the parents by the Principal and an in school suspension the following day.

- Students who leave the school grounds will result in a call to the Police followed by a call to the parents by the Principal and an in school suspension the following day.
- Any discrimination relating to Racism, Culture, Identity, disability, and appearance will result in a call to the parents by the supervising Teacher. The first offence will result in a yard duty and any further offences will result in an in school suspension.
- Refusing to follow staff directions will result in a call to the parents to come and collect the student and the student will have an in school suspension the following day.
- After 2 in-school suspensions, any further suspendable behaviours will result in an out of school suspension. Students will also not be able to participate in any extracurricular activities.
- Destruction of property / theft will result in a phone call home. Consequences will be dependent on context and severity of the situation.
- All of these behaviours will be documented in XUNO by the responsible staff member.

Our school considers, explores and implements positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as detention, withdrawal of privileges or withdrawal from class. You can view our Student Behaviour Management Process and School Values in Appendix One.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that will be applied but are not limited to include:

- warning a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- detentions
- behaviour support and intervention meetings
- suspension
- expulsion

Suspension, expulsion and restrictive interventions are measures of last resort and may only be used in situations consistent with Department policy, available at:

- <https://www2.education.vic.gov.au/pal/suspensions/policy>
- <https://www2.education.vic.gov.au/pal/expulsions/policy>
- <https://www2.education.vic.gov.au/pal/restraint-seclusion/policy>

In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training.

The Principal of Stawell West Primary School is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

Corporal punishment is prohibited by law and will not be used in any circumstance at our school.

7. Engaging with families

Stawell West Primary School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

8. Evaluation

Stawell West Primary School will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21, including attendance and absence data
- SOCS

Stawell West Primary School will also regularly monitor available data dashboards to ensure any wellbeing or engagement issues are acted upon in a timely manner and any intervention occurs as soon as possible.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- XUNO
- Included in staff induction processes
- Included in transition and enrolment packs
- Included in student diaries so that it is easily accessible to parents, carers and students
- Made available in hard copy from school administration upon request

Our school will also ensure it follows the mandatory parent/carer notification requirements with respect to suspensions and expulsions outlined in the Department's policies at:

- [Suspension process](#)
- [Expulsions - Decision](#)

FURTHER INFORMATION AND RESOURCES

The following Department of Education and Training policies are relevant to this Student Engagement and Wellbeing Policy:

- [Attendance](#)
- [Student Engagement](#)
- [Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care](#)
- [Students with Disability](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)

- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

The following school policies are also relevant to this Student Wellbeing and Engagement Policy:

- Child Safety and Wellbeing Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy

POLICY REVIEW AND APPROVAL

Policy last reviewed	19th July 2022
Consultation	School Council - 19th July 2023 Staff and Junior School Council 19th July 2023
Approved by	Principal
Next scheduled review date	19th July 2024

STAWELL WEST PRIMARY SCHOOL VALUES

RESPECT

CHALLENGE

RESPONSIBILITY

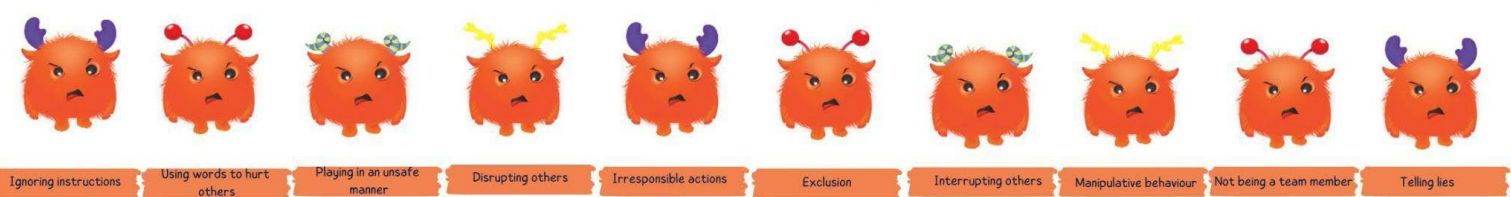
ABOVE THE LINE

BEHAVIOUR IS RESPECTFUL, HONEST, RESPONSIBLE AND SAFE



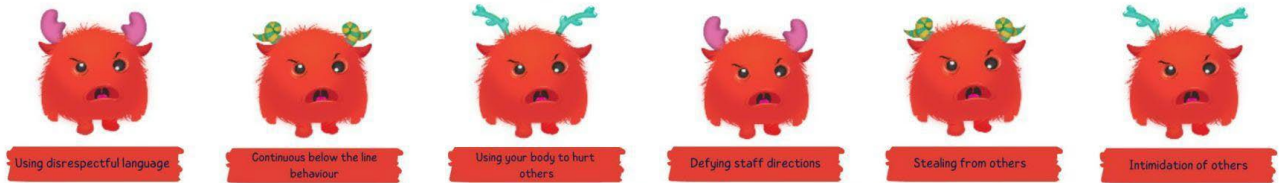
BELOW THE LINE

THIS BEHAVIOUR IS DISRESPECTFUL, DISHONEST, IRRESPONSIBLE AND UNSAFE



THE BOTTOM LINE

THIS BEHAVIOUR IS NEVER TOLERATED



Student Behaviour Management Process



Everyone starts on Green.
A verbal warning is given first.



Move to Orange after Subsequent Behaviour Warning



Move to Red is out of the classroom or removed from an activity. Student is to be taken to buddy classroom by ES staff and have a work pack. Teachers are to log a XUNO Behaviour Incident and a call to Parents (if no answer you are to send a XUNO message) by the end of the day.

After a student has been removed they go to their buddy classroom, any continued issues they go to Anthony.

Teacher who sends the student out is responsible for the XUNO note and parent contact. ES Staff is to collect the student from the buddy classroom just before the end of the session.

All students reset to Green at the start of each hour session.

Buddy Classrooms	Specialist Lessons	LOTE/Science
Lauren → Megan-Bec	Lauren → Megan-Bec	Lauren → Megan-Bec
Linda → Lauren	Linda → Garry	Linda → Garry
Miranda-Chelsea → Garry	Miranda-Chelsea → Linda	Miranda-Chelsea → Linda
Megan-Bec → Linda	Megan-Bec → Lauren	Megan-Bec → Lauren
Garry → Megan-Bec	Garry → Miranda/Chelsea	Garry → Anthony