

# Student Wellbeing and Engagement Policy

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## HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Chum Creek Primary School on 03 5962 5391 or [chum.creek.ps@education.vic.gov.au](mailto:chum.creek.ps@education.vic.gov.au).

## PURPOSE

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

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

Chum Creek 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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- School profile
- School values, philosophy and vision
- Wellbeing and engagement strategies
- Identifying students in need of support
- Student rights and responsibilities
- Student behavioural expectations
- Engaging with families
- Evaluation

## POLICY

### School profile

Established in 1897, Chum Creek Primary School is a small, rural, State-run school situated on the outskirts of Healesville that caters for children aged from four years and nine months to approximately twelve years of age.

Our school is often chosen by parents seeking an alternative to larger, more mainstream schools. We understand and acknowledge this and aim to provide small class sizes and a more relaxed atmosphere. Staff and students are on first-name terms. We have a school uniform but it is not mandatory.

We currently have three composite classes: Prep/Year 1, Years 2, 3 and 4; Years 4, 5 and 6. We endeavour to keep our class sizes small and equitable, and with this in mind we are not locked into these class formats.

With an appreciation for the environment we encourage unstructured, cooperative outdoor play and our students love building cubbies. We are also lucky enough to have a variety of wildlife living in and around our schoolgrounds. Apart from various birds including rosellas, cockatoos and kookaburras we have also recently had a bowerbird nesting in our yard! We have also hosted possums, microbats, kangaroos, echidnas, wombats and lizards at different times.

We enjoy healthy engagement by the school community and we are always happy for extra input into our School Council, Parents Club or just helping out with the many ongoing maintenance jobs we have. For more information, please email the Principal.

### School values, philosophy and vision

Chum Creek Primary School's Statement of Values and School Philosophy is integral to the work that we do and is the foundation of our school community. Students, staff and members of our school community are encouraged to live and demonstrate our core values of respect, integrity and kindness at every opportunity.

Our school's vision is to empower students to reach their personal best, and fully equip them to contribute positively to society as happy, healthy young adults.

Our Statement of Values is available online at: <http://www.chumcreek.vic.edu.au>

### Wellbeing and engagement strategies

Chum Creek 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

Prioritising 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

Teachers at Chum Creek 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 support students moving into different stages of their schooling

Acknowledging positive behaviour and student achievement in the classroom, and formally in school assemblies and communication to parents

Monitoring student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level

Creating opportunities for cross-age connections amongst students through school plays, athletics, music programs and peer support programs

We engage in school wide positive behaviour support with our staff and students such as:

Respectful Relationships

Programs, incursions and excursions developed to address issue specific needs or behaviour (i.e. anger management programs)

Opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)

Buddy programs, peers support programs

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**

Each year group has a teacher responsible for their year, who monitor the health and wellbeing of students in their year, and act as a point of contact for students who may need additional support

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

### ***Individual***

Chum Creek 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

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:

- with a disability
- in Out of Home Care
- with other complex needs that require ongoing support and monitoring.

### **Identifying students in need of support**

Chum Creek 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. Chum Creek 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 or referrals from peers

## **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.

## **Student behavioural expectations**

Behavioural expectations of students are grounded in our school's Statement of Values/Student code of conduct.

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, Chum Creek 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.

Our school considers, explores and implement positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as detention, withdrawal of privileges or withdrawal from class.

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 may be applied 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  
referral to the Year Level Coordinator  
restorative practices  
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.

The Principal of Chum Creek 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.

### **Engaging with families**

Chum Creek 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.

### **Evaluation**

Chum Creek 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

Chum Creek 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
- Included in transition and enrolment packs
- Included as a reference in school newsletter
- 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 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

Plan last reviewed	22/8/2024
Consultation	School Council, parents.
Approved by	Principal
Next scheduled review date	Before 22/8/2026