

# LOCKWOOD PRIMARY SCHOOL

## STUDENT WELLBEING AND ENGAGEMENT POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact Lockwood Primary School.

Telephone: (03) 5435 3224

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## 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.

Lockwood 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 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.

## CONTENTS

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

Lockwood Primary School is situated in an expanding rural/residential area, 14 km southwest of Bendigo and caters for the first seven years of formal schooling.

The rebuilding of the school in 2000 created modern buildings that reflect 21st century educational principles, including flexible learning spaces which provide for a wide range of adaptive teaching and learning activities. The school's architecture directly supports our goal to meet each learner at their point of growth.

### 2. School values, philosophy and vision

Lockwood 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

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encouraged to live and demonstrate our core values of; learning, caring, laughing and sharing. These values guide everything we do here at Lockwood Primary School.

Our vision statement, Learning, Caring, Laughing, Sharing is embodied in our philosophy:

- to meet all learners at their individual point of growth,
- to engage students in their learning journey, and
- to foster the skills and habits that will enable our students to:
  - o thrive in a rapidly changing world,
  - o adapt to future challenges,
  - o be healthy, caring and contributing global citizens.

Our Statement of Values is available online at: <https://www.lockwoodps.vic.edu.au/page/4/School-Vision-and-Values>

### 3. Wellbeing and engagement strategies

Lockwood Primary School has developed a range of strategies to promote engagement, 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.

#### Universal

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

- 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
- teachers at Lockwood 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

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meetings and Peer Support Groups. Students are also encouraged to speak with their teachers, 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, 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
  - Bully Stoppers
  - Safe Schools
- 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

Lockwood Primary School students can expect to experience a sense of calmness and safety within a friendly, caring environment. The You Can Do It keys to success form the basis of our wellbeing program and cascade through our assembly program, weekly awards and weekly newsletter. A restorative approach is central to our philosophy and focuses on learning from mistakes and providing opportunities to repair and restore relationships.

Our approach to student behaviour management is founded on a Restorative Practices approach that ensures students take ownership of their behaviour and repair or heal any harm that results from their poor behaviour choices. There is a clear series of consequences that escalate with repeated unacceptable behaviour. The Student Engagement Policy is underpinned by the following principles:

Research indicates that an integrated curriculum is the most powerful way to foster deep understanding. We strive to integrate the curriculum as much as possible; so that all aspects of the learning program relate to the term’s central inquiry or theme. Thematic language is thus continuously reinforced through a range of subjects and activities. This includes integrating our specialist program, excursions, incursions and special events. Curriculum delivery is through multi-age classes. Features of our curriculum include:

- School-wide specialist classes in Science, Creative Arts and ICT;
- Mandarin Language Program for all students Prep – Grade 6;
- Embedded programs, including: Reading Recovery, Instrumental Music, Health, Library and Physical Education (including inter-school athletics sports, cross country, swimming & gym programs);
- Personal and Social Development programs including You Can Do It, Buddies program, Health Education, Musical Production, Camps for Grades 1 to 6, excursions and incursions, Bike Education (Grade 5), Peer Mediation, Junior School Council, Tournament of Minds, Righteous Pups, Grade 6 Graduation and Energy Breakthrough.
- 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 \[insert any specific measures at your school to support LGBTIQ+ students\]](#)

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- 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

Opportunities to develop and use Information and Communication Technology skills are provided at all grade levels, with a 1:1 technology program in place for Grades 3 – 6 and readily-available technology in every classroom.

Lockwood Primary School Council is the major policy and decision-making body in the school and incorporates staff, parent and student representation. Every committee includes a parent representative, drawn from Council. We also have a very active Junior School Council which hosts our weekly student-led assembly, is represented at Council and has input into decision-making at the school. Our vibrant and dynamic Parent's Club is responsible for major fundraising and student-based initiatives including special lunch days, free fruit Tuesdays, lunch order program, dance program, Halloween Disco, Book Fair and a major raffle.

#### Individual

Lockwood 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 Education Support Officers
- running regular Student Support Group meetings for all students:
  - with a disability
  - in Out of Home Care
  - and with other complex needs that require ongoing support and monitoring.



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

Lockwood 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. Lockwood 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

#### **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, 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**

Primary Prevention Strategies that support whole school positive behaviour:

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. Bullying will be managed in accordance with our Bullying Prevention Policy.

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When a student acts in breach of the behaviour standards of our school community, Lockwood 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.

### LEVEL 2: EARLY INTERVENTION

Lunchtime Restorative Sessions are run by the Principal every day. If allocated to a Restorative Session, students are not permitted in the playground and, instead, are required to attend their Restorative Session in the library with the Principal.

Restorative Sessions should be issued according to the attached process guidelines. Restorative Sessions follow a prescribed format in which students firstly, identify the School Rule that has been broken. They reflect on their behaviour and, in consultation with the Principal, commit to a strategy to repair the harm. The incident itself and the strategy to restore the situation are documented and parents are informed via email. In some cases, parents are phoned to discuss the incident.

We are committed to a Parents as Partners approach through prompt communication of concerns Referral to welfare support (Child psychologist, social worker, counselling, intervention from other agencies).

Implementation of additional Restorative Practices including circle time, class conferences, harm minimisation and restoration

Monitoring, recording and following up absences;

Behaviour Management Plans;

Soft and close communication (staff approach to talking to students – Move closer to the student and speak softly).

Student Support Group meetings held every term for students 12 months below expected levels, 12 months above expected levels and for children identified with Special Needs, including behavioural needs.

### Level 3: Further Intervention and Escalated Action

Extensive communication with parents and support agencies

Suspension

Alternative setting

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 Lockwood Primary School is responsible for ensuring all suspensions and expulsions are recorded on CASES21.



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

## **7. Engaging with families**

Lockwood 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**

Lockwood 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

Lockwood 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 staff induction processes
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

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

- [Suspension process](#)



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- [Expulsions - Decision](#)

### FURTHER INFORMATION AND RESOURCES:

**[HTTPS://WWW.LOCKWOODPS.VIC.EDU.AU/PAGE/33/POLICIES](https://www.lockwoodps.vic.edu.au/page/33/policies)**

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

Associated Policies can be found at:

<https://www.lockwoodps.vic.edu.au/page/33/Policies>

### POLICY REVIEW AND APPROVAL

Policy last reviewed	12/05/2022
Consultation	School Council 21/6/2022
Approved by	Principal