



Gladesville Primary School

Student Wellbeing and Engagement Policy

May 2023



Help for non-English speakers

If you need help to understand the information in this policy please contact Gladesville Primary School.

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.

Gladesville 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. Engagement strategies
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Policy

1. School profile

Gladesville Primary School is a forward thinking, caring school, where students' wellbeing and learning are our primary focus. As lighthouse Leader In Me school, we actively encourage all students to not only take on leadership roles throughout the school and at home, and to also live their life as a leader. This sees students and staff living the 7 Habits of Highly Effective People; followed by the 8th Habit, Find Your Voice. Student voice is an important and influential element of our community. Each year we hold our Leadership Day, a celebration of our school as a Leader In Me learning community. This event is attended by



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principals, teachers, parents and community members, providing students with an opportunity to showcase their learning.

Located in the outskirts of Kilsyth in the Eastern Suburbs of Melbourne, our school is situated in a picturesque bushland setting with modern spacious classrooms, a large library, wellbeing room (Calm Room), ICT centre, multipurpose room, spaces for visual arts and physical education. The grounds contain an amphitheatre, large sand pit, three playgrounds, an oval, basketball courts, cricket nets and an abundance of passive play areas.

2. School values, philosophy and vision

VISION

A motivating and inspiring community where each child can embrace their individuality and celebrate excellence.

MISSION

Value kindness, learn together and empower the leader within.

VALUES

Habit 1: Be Proactive

Habit 2: Begin With The End In Mind

Habit 3: Put First Things First

Habit 4: Think Win Win

Habit 5: Seek First To Understand and Then Be Understood

Habit 6: Synergize

Habit 7: Sharpen The Saw

Habit 8: Find Your Voice

3. Engagement strategies

Gladesville Primary School has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. 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*
- *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*



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- *teachers at Gladesville Primary School use an 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 Gladesville 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 7 Habits and Statement of Values 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 and Principal whenever they have any questions or concerns.*
- *create opportunities for cross—age connections amongst students through school production, athletics and sporting events, lighthouse groups*
- *All students are welcome to self-refer to teachers 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:*
 - *Bully Stoppers*
 - *Safe Schools*
 - *Leader In Me*
- *programs, incursions and excursions developed to address issue specific behaviour (i.e. anger management programs)*
- *opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)*
- *buddy programs, peers support programs*

Targeted

- *all teachers are responsible for their class, who monitor the health and wellbeing of students in their class, and act as a point of contact for students who may need additional support*
- *connect all Koorie students with a Koorie Engagement Support Officer (KESO). GPS will have a designated Marrung Leader to oversee the wellbeing of every Koorie student.*



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- *all students in Out of Home Care will be appointed a Learning Mentor, have an Individual Learning Plan and will be referred to Student Support Services for an Educational Needs Assessment*
- *wellbeing and health staff, such as the school nurse, 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

- *Student Support Groups, see:*
<https://www2.education.vic.gov.au/pal/student-support-groups/policy>
- *Individual Learning Plan and Behaviour Support Plan*
- *Program for Students with Disabilities (PSD) and Disability Inclusion Funding (DIF)*
- *referral to Student Welfare Coordinator and Student Support Services*
- *referral to ChildFirst, Headspace*
- *Lookout*
- *Koorie Engagement Officer*

Gladesville 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 Education Plan (IEP) and/or a Behaviour Support Plan (BSP)*
- *considering if any environmental changes need to be made, for Gladesville Primary changing the classroom set-up*
- *referring the student to:*
 - *school-based wellbeing supports*
 - *Student Support Services*
 - *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*
- *running regular Student Support Group meetings for all students:*
 - *with a disability*
 - *in Out of Home Care*



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- *and with other complex needs that require ongoing support and monitoring.*

4. Identifying students in need of support

Gladesville Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The teaching and ES team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. Gladesville 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.

6. Student behavioural expectations

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values. Student bullying behaviour will be responded to consistently with Gladesville Primary School's Bullying policy.

When a student acts in breach of the behaviour standards of our school community, Gladesville Primary School will institute a staged response, consistent with the Department's



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Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

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*
- *restorative practices*
- *detentions*
- *behaviour reviews*
- *referral to the Principal*
- *suspension*
- *expulsion*

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

<https://www2.education.vic.gov.au/pal/suspensions/policy>

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

7. Engaging with families

Gladesville 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

Gladesville 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.



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

- student survey data
- Compass incidents data
- school reports
- parent survey
- case management
- CASES21
- Edusafe and SOCS

Further Information and Resources

- *Statement of Values*
- *School Philosophy Policy*
- *Bullying Prevention Policy*
- *Child Safe Standards*

Review Cycle

Source of Requirements: DET/ **Minimum Standards**/ Optional

School Council Approval: **Required**/ Not Required/ Consultation Recommended

This policy is required to be reviewed 1-2 years by School Council. Review Date: 2025

This policy was last approved by School Council: **May 2023**