

Albion Primary School

Student Wellbeing and Engagement Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Albion Primary School on (03) 9311 1325.

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.

Albion 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.

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POLICY

1. School profile

Albion Primary School was established in 1926 and is located in the western suburbs of Melbourne. We have 190 students enrolled and 27 school staff members including seven education support staff.

Our school is culturally diverse with 57% of families have English as an additional language (EAL) and 10% of these are from refugee backgrounds. Currently, our largest EAL groups are Vietnamese, Oromo and Persian and another 32 languages are represented at the school. We are proud of our diversity and inclusive school community.

Our school grounds are slowly being replanted with indigenous species and we are working on increasing our sustainability through improving our waste management. Most of our students live locally and tend to walk or ride their bikes to school. Albion Primary School has developed close ties to the local community and enjoys support from our local shops and community services.

Our school's Student Engagement and Wellbeing Policy reflects our school commitment to embedding the school values of respect, care, honesty, learning and achievement in all areas of teaching and learning. Practices from frameworks and programs such as *Start Up, School Wide Positive Behaviours and Rights, Resilience and Respectful Relationships* are implemented at our school so that there is a consistent approach to the management of student behaviour. Our school believes that student engagement and wellbeing are inextricably linked to student learning outcomes. We believe our school culture enhances student wellbeing through the creation of a safe, respectful, inclusive learning environment and a growth mindset that focuses on excellence. We also acknowledge our strong relationships with the parents, guardians and broader school community and value them as being partners in learning.

Albion Primary School strives to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially.

2. School values, philosophy and vision

Albion 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, honesty, care, learning and achievement at every opportunity.

Albion Primary School's vision is that:

- All our students will become life-long learners and responsible community members
- All our staff will support students to achieve the very best learning outcomes
- All members of the school community embrace the school values
- All students will 'Aim High' and recognise that effort, curiosity and persistence will lead to success.

Our school's mission is to 'Aim High' in all we do so that our students grow to be socially capable, reach their full academic potential and become, happy, caring, respectful community-minded adults.

Albion Primary School's objective is to provide the best possible learning environment for students to achieve to the best of their ability.

Albion Primary School's values are respect, care, honesty, learning and achievement.

- We respect ourselves, our school, each another and the environment, and understand that our attitudes and behaviours have an impact on the people around us.
- We show care by having a zero tolerance of bullying. We model and demonstrate kindness and fairness and take every opportunity to help others that may be in need.
- We show honesty by telling the truth even if we have done the wrong thing. We take responsibility for our own behaviour and actions.
- We show learning by having a go at new things. We learn from our mistakes, and we are persistent – we do not give up.
- We show achievement by always trying our hardest and doing our best. We celebrate our successes.

Please refer to our school [Statement of Values](#).

3. Wellbeing and Engagement strategies

Albion 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 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
- teachers at Albion Primary School use a Gradual Release of Responsibility 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 Albion 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 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 achievements are 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 Leadership teams, for example, House Captains and Junior School Council. Students are also encouraged to speak with their teachers, the Wellbeing Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross-age connections amongst students through extra-curricular activities, athletics, music programs, house competitions, team games and buddy programs
- all students are welcome to speak to the Wellbeing Coordinator, Assistant Principal or 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:
 - Start Up program
 - Rights, Resilience, and Respectful Relationships
 - School Wide Positive Behaviours
- programs, incursions and excursions developed to address issue specific behaviour (i.e. cyber bullying programs)
- buddy programs
- measures are in place to empower our school community to identify, report and address inappropriate and harmful behaviours such as racism, gender-based violence, 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 and are connected with a Koori Education Support Officer (KESO). They have an Individual Education Plan
- our English as an Additional language (EAL) students 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 and refer as required to support services including Foundation House
- 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](#)
- 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 Education 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 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

Albion Primary School follows Department policy guidelines for the following:

- [Student Support Groups](#)
- [Individual Education Plans \(IEPS\)](#)
- [Behaviour - Students](#)
- [Behaviour Support Plans](#)
- [Student Support Services](#)

as well as to other Department programs and services such as:

- [Program for Students with Disabilities](#)
- [Mental health toolkit](#)
- [headspace](#)
- [Navigator](#)
- [LOOKOUT](#)

Albion 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 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:
 - 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 Adult Mental Health Services (CAMHS) 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
- and with other complex needs that require ongoing support and monitoring.

4. Identifying students in need of support

Albion Primary School is committed to providing the necessary care 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. Albion 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
- referral to the school's wellbeing coordinator
- engagement with families
- self-referrals or referrals from peers
- consultation and referral to Student Support Services (SSS) and primary school nursing service or external agencies by the Assistant Principal or Wellbeing Coordinator.

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

Behavioural expectations of students, staff and families 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 be managed in accordance with this policy. Student bullying behaviour will be managed in accordance with our [Bullying Prevention](#) policy.

When a student acts in breach of the behaviour standards of our school community, Albion 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 implements 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 Wellbeing Coordinator and/or Assistant Principal
- 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 and Training.

The Principal of Albion 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

Albion 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 [Communication](#) 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 education plans for students.

8. Evaluation

Albion 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.

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 as annual reference in school's E-News
- 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](#)

- [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 relevant to this Student Wellbeing and Engagement Policy Primary School documents:

Child Safety Policy (in the process of being updated)

[Statement of Values](#)

[Bullying Prevention policy](#)

[Inclusion and Diversity Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	15 August 2022
Consultation	Strategic Planning and Management sub-committee of the school council, leadership team, staff, student leaders and school council
Approved by	Adrienne Williamson, Principal, and school council on 15 th August 2022
Next scheduled review date	August 2024