



STUDENT WELL BEING AND ENGAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact reception

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 commitment to promoting gender equality and respectful relationships
- (e) our school's policies and procedures for responding to inappropriate student behaviour

Wandin North 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

Wandin North Primary School is a medium sized school of 315 students located 50km east of Melbourne. Our school is nestled in a bushland environment and first opened its doors in 1915.

Wandin North has a record of being a safe, caring school with strong academic outcomes, community support and a commitment to continuous improvement. Student Learning Outcomes are consistently strong, which support effective teaching and learning practices. We have a whole school approach to instructional models so that as students transition through grades, they are hearing shared language which builds understanding over consecutive years. We pride ourselves on knowing our students, academically and socially. We assess what our students know and plan for their individual needs. Students are engaged by setting their own personal learning goals and celebrating their success once achieved.

Our School values of Aim High, Show Respect, Be Organised and Bounce Forward are strongly evidenced by positive student behaviour and achievement of Values Awards. A positive approach to learning and wellbeing is used by staff and students through practicing Gratitude and developing a Growth Mindset. Wandin North Primary School has an agreed approach to student conduct, with clear expectations of behaviour evident in classrooms and in the playground. A strong partnership between home and school exists with very high levels of parent participation and involvement.

2. School values, philosophy and vision

Wandin North Primary School's Vision and School Values are integral to the work that we do. They form the foundation of our school community and culture. 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: A Community of Learners, Achieving Together

Our school Values are: Aim High, Bounce Forward, Show Respect and Be Organised

A detailed explanation of our values is available online at: www.wandinnorthps.vic.edu.au/vision-values

3. Wellbeing and Engagement strategies

The emotional and physical wellbeing of our students is pivotal to their success at school, as adolescents, and in their future lives. Physically and emotionally healthy students are happy, able to deal positively with life's challenges, experience a sense of connectedness with the school and others, and are well placed to develop into well-balanced and successful young adults.

The code of behaviour for students at Wandin North Primary School is consistent with the Department of Education and Training guidelines and regulations. We aim to provide all children with a welcoming, safe, caring and orderly learning environment where mutual respect is highly valued and the needs of all children are catered for.

Wandin North Primary School has a consistent and positive approach to behaviour that fosters and develops personal responsibility and positive behaviour. This is based on clear goals and values: "Show Respect, Be Organised, Bounce Forward and Aim High".

Wandin North Primary School has a whole school approach to behaviour with the use of our 'Steps Board'. This tool refers to 'Green' and 'Red' based mindsets and supports students to regulate their behaviour. A detailed description on the system can be found online via the following link: https://drive.google.com/file/d/1AA23OBmwDGsuyt3B21qXWt-xlweq_yyj/view?usp=sharing

Wandin North 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

Whole school strategies to promote positive behaviour and inclusion

- high and consistent expectations of all staff, students and parents and carers
- a commitment to providing parents with ongoing, timely and open communication
- 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
- notifying parents of concerns, and discussing with parents their role in promoting acceptable student behaviour
- 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 Wandin North use our instructional model and consistent classroom resources to ensure an explicit, common and shared model of instruction. This ensures that evidenced-based, high impact teaching practices are incorporated into all lessons
- teachers at Wandin North 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 our students as they move into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, formally in school assemblies and through communication with parents/carers. We provide recognition and rewards for positive achievements and behaviour through a system of values and merit awards.
- 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 our Mental Health and Wellbeing Leader (MHWL), Year level leaders, 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:
 - Respectful Relationships
 - The Resilience Project
- we have scheduled Prep and Year 6 buddy program to foster school community
- we provide a consistent process for recognising success and positive behaviour choices through the class steps board (see pg. 2)
- maintaining a small number of easily understood rules, which are fair, clear and consistently applied. Regularly clarifying these rules through classroom discussions
- in appropriate cases, developing a Behaviour Management Plan for students
- ensuring that staff have access to appropriate training and development programs
- providing appropriate support programs, e.g. counselling, one-to-one intervention, learning improvement plans
- providing programs that develop self-regulation, self-evaluation, communication and conflict resolution skills
- coordinating management of specific cases through the Educational Support Services
- promoting the school's Code of Behaviour by providing opportunity for families to view the documentation via the school's website
- foster a positive relationship with the local media to promote public acknowledgment of the school and its achievements
- model consistent and respectful behaviour
- 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

The following includes more specific strategies, designed to address particular concerns within certain ages groups

- each year group/composite level group has a Team Leader, a senior teacher responsible for their year, who monitors the health and wellbeing of students in their year, and act as a point of contact for students who may need additional support. They monitor student issues and data and confer with the Principal team for advice and support
- 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 Marrung leader oversees and facilitates engagement and family connectedness.
- 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 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 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
- 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 be informed about best practice approaches 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

Wandin North 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
- ensuring students have clear understanding of classroom routines to support inclusion
- 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
 - Re-engagement programs such as Navigator

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

4. Identifying students in need of support

Wandin North Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. Our leadership team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. Wandin North 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
- Wandin North Primary School also expects:
 - organisation for the school day
 - active listening
 - collaboration with others
 - property and equipment to be treated with respect
 - attendance at school every day when able
 - agreed class expectations to be followed
 - commitment to learning
 - positive actions and words
 - behaving in a manner that is respectful towards other students and staff

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 and management

Behavioural expectations of students are grounded in our school's Statement of Values.

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.

When a student acts in breach of the behaviour standards of our school community, Wandin North 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 Year Level Coordinator or Principal Class
- restorative practices
- 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 Wandin North 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.

Below is Wandin North Primary Schools community standards, expectations and student code of conduct

1. Code of Behaviour

- *Students represent the school appropriately at all times*
- *Students do not engage in behaviour that is objectionable or offensive to others*
- *Students are prepared to work to the best of their ability and respect the rights of the classroom teacher and other students*
- *The following behaviours will result in immediate consequences:*
 - *Using offensive language, gestures or spitting*
 - *Excessive noise*
 - *Inappropriate physical contact*
 - *Verbal or physical violence*
 - *Discrimination*
 - *Dangerous play - throwing stones, sticks or objects, tree climbing, misusing play equipment*
 - *Persistent inappropriate behaviour such as:*
 - *Disrupting class*
 - *Lack of respect to others*
 - *Refusal to complete work*
 - *Not following teacher instructions*

2. Attendance and Punctuality

- *Attendance at school is compulsory*
- *Any absence must be explained by parent/carer(s)*
- *Students arriving to lessons and activities punctually*
- *Students are organised for class appropriately*
- *Students must not leave school or class without permission*

This means that students are not permitted to be

- *Late to class without permission*
- *Away from school for all or part of the day without permission*
- *Arrive late or leave early without having received permission*
- *Students who are late to school follow sign in procedures at the office*

3. Uniform

- *Students are expected to wear the school uniform at all times, including excursions*
- *Uniforms must be clean and worn in a tidy manner, including hats*
- *Students who are out of uniform require a letter from parent/carer(s)*

4. Harassment

- *Students will not engage in any behaviour, which causes distress or discomfort to others.*

None of the following behaviours are acceptable:

- *Teasing, name-calling*

- *Writing negative things about others*
- *Uninvited touching*
- *Intimidation*
- *Bullying*
- *Urging others to behave in negative ways*
- *Permitting harassment to happen without taking action against it*

5. Property and Environment

- *Students will respect personal, school and community property and buildings*
- *Students are expected to keep the school environment clean and not to litter*
- *The school environment is the responsibility of all, students are expected to assist in cleaning up activities*
- *School equipment will be shared equitably*

This means that the following behaviours are not permitted and will result in consequences:

- *Stealing from others*
- *Interfering with other people's property, including bags, tubs and their contents*
- *Damage to school property, such as windows toilets, plants, furniture, sports equipment etc.*
- *Graffiti*

6. Health and Safety

- *Students will not act in any way which endangers the health and safety of themselves or others*
- *Only authorised people are on the school premises*
- *Students are to follow teacher's instructions*

None of the following behaviours are acceptable:

- *Throwing objects*
- *Being in classrooms without staff permission*
- *Running in buildings*
- *Having dangerous items at school*
- *Playing unduly rough games or games that have been banned*
- *Tampering with school fixtures*
- *Inviting people to visit the school without permission*
- *Being out of bounds*

7. Smoking

Wandin North Primary School is a smoke and vape free area and students, staff and parents are expected to respect the rights of others to such an environment. Smoking and vaping are not permitted at school activities. None of the following behaviours are permitted:

- *Students are not permitted to be in possession of smoking or vaping materials at school*
- *Smoking or vaping at school*
- *Being in the company of others smoking or vaping at school*

8. Banned Substances

- *Using, possessing, being under the influence of, selling or distributing illegal substances or alcohol, while on school premises, at school sponsored activities, or travelling to or from school is prohibited*
- *The use of prescribed drugs follows Wandin North Primary School's Medication Administration Policy*

None of the following behaviours are permitted:

- *Having banned substances - alcohol, non-prescribed prescription drugs, illegal drugs, aerosols and glues for inhalation*
- *Having equipment that can be used in conjunction with drugs*
- *Supporting other students in having banned substances at school*

The following table explains Wandin North Primary School's strategies and possible consequences for dealing with unacceptable behaviour:

Behaviour	Examples of consequences
Out of uniform	Being out of uniform without an acceptable reason from parent/guardian Day 1 - Student will be given a verbal reminder. Day 2 – Students will be given a verbal reminder and a written notice. Day 3 - Teachers are to contact the students' parents via Compass to inform their child is out of uniform, asking if they require support/assistance. Students will be offered an item of uniform from lost property or the second-hand uniform shop.
Persistent disturbance in class <i>eg. refusing teacher requests, excessive noise, lack of courtesy to peers, choosing not to complete work</i>	Consequences will be assigned by the teacher concerned via the use of classroom 'steps board'. Students will receive an initial warning to correct their behaviour. If the undesired behaviour persists, the student will be asked to place themselves down a step. If students find themselves in the red zone at the end of a learning session, students will spend time on the green seat at recess breaks therefore for their behaviour. The time spent on the green seat will be determined depending on the step level in the red zone.
Not completing work	If the student continues to not complete their work after having time and feedback on what is needed to correct their behavior after the steps board process, the following actions may apply: <ol style="list-style-type: none">1. The student will be asked to complete the work in the Office and remain there during recess time.2. If frequent, the teacher is to meet with the child's parents to discuss strategies on how to help the child improve work habits and/or further action that may be taken. The incident and/or meeting with parents is to be recorded on Compass.
Engaging in any behaviour which causes distress or discomfort to others.	Students will be placed down the steps board into the red zone without warning. Other disciplinary measures that may be applied include: extra duties, removal of privileges (e.g. participation in sport or excursions), or time out inside the Office.

<i>e.g. Intimidation, teasing, name calling, writing negative comments</i>	Acting in this manner, students will be expected to sit in a time out zone (the green seat). This may involve loss of play for one or more play periods.
Acting in any way which may endanger the health and safety of themselves or others. <i>eg. Playing rough games, throwing or fighting with sticks or stones <u>without the intent to injure</u>, being out of bounds</i>	Acting in this manner, students will be given a warning. If there is a second occurrence, it is expected that students are to sit in a time out zone (the green seat). This may involve loss of play for one or more play periods. If students continue to act in such a manner, disciplinary measures applied include discussion with the Assistant Principal/Principal. The behaviour may result in modified play resulting in time out inside Office. Parents will be notified. If behaviour continues, a Behaviour Management Plan may be prepared for the student. If considered appropriate, this plan will detail the following: <ol style="list-style-type: none"> 1. Specific behaviour(s) causing concern 2. Action taken so far 3. Goals for development prior to the next review date 4. Strategies to be used, including relevant personnel including outside support 5. The next review date and who is to be involved
Acting in any way which immediately impacts the health and safety of themselves or others. <i>eg. deliberately damaging school property, intentionally violating school rules, using offensive language /gestures, inappropriate physical contact, any physical violence, deliberately disturbing the good working order of the school, throwing or fighting with sticks or stones with the <u>deliberate intent to injure</u></i>	Students will be expected to sit in a time out zone (the green seat). This may involve loss of play for one or more play periods Disciplinary measures applied include discussion with the teacher/Principal, removal of privileges, payment for deliberate damage, parent interview, suspension and/or expulsion Procedures for Suspensions and or expulsions will be made in accordance with the guidelines established in Student Engagement Policy Copies of these procedures are freely available at school

7. Engaging with families

Wandin North 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, for example Working Bee's and Harvest Market
- 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 learning plans for students

The responsibility of parents

When parents enrol their children at our school they enter into an agreement.

- this agreement is based on shared responsibility and mutual respect
- the agreement should aim at achieving effective learning and positive behaviour so that the school environment is both productive and safe
- this agreement leads to the understanding that students are developing a responsibility for their own behaviour
- this agreement guarantees all safety procedures are adhered to through attendance to Child Safe induction sessions and Working with Children Checks are current and recorded at the office

Parents and teachers share a commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning. The school is not by itself responsible for developing socially acceptable behaviour by students. That is a shared responsibility of parents and students in partnership with teachers.

Parents are responsible for the basic care of children. If they are unable to do so, the school will seek to link families to appropriate support agencies.

Complaints, Queries and Communicating concerns

When parents wish to raise a concern or make a complaint, Parents are expected to follow agreed procedures including:

- making an appointment via the Office
- expressing concerns/complaints in a respectful manner
- documenting concerns and using the school email or Compass email
- keeping concerns confidential
- not using social media to express dissatisfaction
- not approaching other parents or students directly

In some cases, parents should discuss their concerns with the Principal. It is essential that the Principal be approached regarding serious concerns, as little can be done to address concerns which are not communicated directly. It must be understood that it is not always possible for the action which is requested to be followed or for the desired outcome to be attained. In this case, parent respect for a decision is desired.

For more information, please see our [Complaints Policy](#).

8. Evaluation

Wandin North 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
- Compass Chronical notifications
- ILP & SSG documentation

Wandin North 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 induction processes for staff
- Available in staff policy portal
- Included as reference in school newsletter, as required
- Discussed in staff briefing/meetings, as required
- 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](#)

- [LGBTIQA+ 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](#)
- [Attendance](#)
- [Statement of Values and School Philosophy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	31 st March, 2025
Consultation	School Council: 20 th May 2025 School Improvement Team: March 2025
Approved by	Principal: Paul Bailey, 20 th May 2025 School Council: 20 th May 2025 Principal: Paul Bailey, February 2023
Next scheduled review date	February 2027