

## Student Wellbeing and Engagement Policy

### Background

Huntingdale 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.



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office

### Purpose

To ensure at Huntingdale Primary School:

- 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
- Creates and maintains a safe, supportive and inclusive school environment consistent with our school's values.
- Providing an educational environment which recognises, values and builds student wellbeing.
- Supporting the whole student and ensuring the wellbeing of our students is central to our role as a school.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

### Implementation

The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.



### School Profile

Huntingdale Primary School is a Japanese Bilingual Primary School situated in the south eastern suburb of Oakleigh South and was established in 1953.

In 1997, the school began its Japanese Bilingual Education with 97 students. Over the years the school has shown a steady increase in numbers with the student population around 380. The school is seeing an increase in the diversity of its population, with 30% of students coming from a Japanese family background, and the remaining 70% of students coming from more than 20 different cultural groups.

Language competencies, intercultural understandings and global citizenship are the corner stones of the Bilingual educational program we teach. Students explicitly learn in two languages, based on the principles of language immersion education. All students from Foundation to Grade 6 are taught in and through Japanese in a range of curriculum areas. 50% of the learning is undertaken in English and 50% of learning is undertaken in Japanese.

Huntingdale Primary School has a proud history of community participation and support, which generates a strong sense of community pride. The school community embrace and value the international mindedness of the school participating in a wide range of events.

### School Values, Vision and Philosophy

Our core School Values encompass the learning at Huntingdale Primary School. It is central to the life at our school and students, teachers and parents are asked to demonstrate these. We also promote the notion of respect throughout the school.

**Kindness**- The quality of being warm-hearted, considerate, humane and sympathetic. The notion of 'treating others as you would like them to treat you'.

**Courage**- The quality of spirit that enables you to be brave and face challenging situations without showing fear.

**Personal Best**- The quality of putting in your best personal effort into all that you do and not having the focus on 'beating others'.

**Creativity**-The quality of showing creativity attributes and thinking in a range of contexts.

*Kindness Courage Personal Best Creativity*

**Our vision** is to be a lighthouse school for language acquisition through providing a quality Japanese-English bilingual education for Primary School aged children in Victoria- **Engaging Minds Together**.

**'Engaging'** children each and every day in a safe and secure environment is a key focus. We know that without children feeling safe they are unable to engage fully with their learning. The key to engagement is curiosity and creativity and these are key elements in the children's explorations and learnings each day at school.





- Teachers use our instructional model 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 Huntingdale 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.
- We engage in school wide positive behaviour support with our staff and students, which includes programs such as:
  - 'Creating Our Learning Community' (COLC) at the beginning of each year and the first week of Terms 2-4
  - Play is the Way
  - Zones of Regulation
  - 3R's
  - Respectful Relationships
  - Sexuality Education
  - E-Smart
- Carefully planned transition programs to support students moving into different stages of their schooling.
- Create opportunities for cross—age connections amongst students through our Buddy System
- Opportunities for student inclusion (i.e., sports teams, clubs, recess and lunchtime activities)

### Student Wellbeing Coordination

- The school has a Student Wellbeing Team who meets regularly.
- The Assistant Principal in conjunction with the Principal, oversees the management of the Student Wellbeing Program in the school. This role includes and is not limited to developing and implementing coordination of SSS services in the school including SSS meetings and facilitating liaison between teachers, parents and other staff, PSD Program and SOCS; ensuring Individual Education Plans are devised by classroom teachers; follow up of specific SWB issues including teacher/parent follow up and tracking on Grade Xpert.
- Student Wellbeing roles are given to specific teachers as part of their core role. This role includes but is not limited to playground support duty/follow up; coordination of intervention programs the school pursues; investigating new SWB initiatives and raising community profile of the SWB (e.g. newsletter).
- Staff members are provided with professional development regarding student wellbeing, the implementation of wellbeing programs and the resolution of wellbeing issues.
- all students are welcome to self-refer to the School Chaplain, Assistant Principal 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.

### Monitoring and Feedback

- Student work, 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 Leadership Council. Students are also encouraged to speak with their teachers, Assistant Principal and Principal whenever they have any questions or concerns.
- Analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, Grade Xpert student management data and school level assessment data
- Use of edusafe Plus to report incidences

### Parents and the Wider Community

- Welcoming all parents/carers and being responsive to them as partners in learning.
- Programs that support the wellbeing of parents and families are available e.g. Chaplain, involvement in Watashi Mo
- Ongoing consultation via school newsletters, level newsletters as well as student and parent surveys, ensures that the school community's needs and expectations are understood.
- Operoo is used to communicate with parents across the school.
- 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 and harassment.
- Parent Teacher Interviews are offered across F-6 for parents/teachers to be able to discuss educational and engagement issues.

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### **Targeted**

- Student Leadership roles are allocated for Year 6.
- Student Leadership Council roles are allocated for Years 2-6.
- A comprehensive K-F transition program is implemented each year.
- Years 1-5 will participate in an in-school transition program.
- Year 6 will participate in a transition program to ready them for secondary schooling.
- Foundation students have a 1:1 meeting with teachers at the beginning of the year to complete DET assessments and for parents/students to discuss any issues regarding schooling.
- C. 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 – refer to our Cultural Understanding and Safety Plan for further information
- Our English as additional language (EAL) students are supported through our EAL program, and all cultural and linguistically diverse students are supported to feel safe and included in our school by including different cultures perspectives in teaching and learning programs (e.g. ICU Week) and celebrating Cultural Diversity Week



- We support learning and wellbeing outcomes of students from refugee background through linking them with families/services in the school/wider community and through the Chaplaincy Program.
- 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 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 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](#)
- *all students from Year 10 and above will be assisted to develop a Career Action Plan, with targeted goals and support to plan for their future*
- *Example School assists students to plan their Year 10 work experience, supported by their Career Action Plan*
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### Individual

Huntingdale 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
- 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 Orange Door
  - 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 Education 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

- Huntingdale 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.
- Huntingdale 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
  - Suspension data
  - Engagement with families

### 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.

### **Behaviour Expectations**

- Behavioural expectations of students are grounded in our school's Statement of Values and /Code of Conduct.
- The following virtues from 'Play is the Way' are the cornerstone of our school norms:
  - It takes great strength to be sensible.
  - Be brave- participate to progress.
  - Pursue your personal best no matter who you work with.
  - Have reasons for the things you say and do.
  - Treat others as you would like them to treat you.

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 our Bullying Prevention Policy.

- When a student acts in breach of the behaviour standards of our school community, Huntingdale 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 through the 3R's process, before considering disciplinary measures such as 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:
  - Questioning a student that their behaviour is inappropriate using the self-mastery checklist
  - Teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
  - Withdrawal of privileges
  - Restorative practices through the 3 R's process
  - 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 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

- Huntingdale 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 Community Involvement Policy and 'Communication between home and School'.
  - 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

- Huntingdale 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
- Huntingdale 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 and annual staff training
  - Included in volunteer induction processes and training for relevant volunteers
  - Discussed at annual staff briefings or meetings
  - Included in staff handbook or manual
  - Hard copy available 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](#)
- [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

### Evaluation

This policy will be reviewed every two years or following a relevant child safety incident or as needed to comply with DET policy changes.

### Document Status

Policy last reviewed	21 June 2022
Consultation	21 June- School Community (Operoo), Staff (email) Previous February 2020- Principal June 2017- August 2018- SWB Team
Approved by	Principal
Next scheduled review date	June 2024



## Appendix 1- Play is the Way Norms & Zones of Regulation



### The ZONES of Regulation®

BLUE ZONE		GREEN ZONE		YELLOW ZONE		RED ZONE	



**R**espect...

**E**ach other



**S**elf



**P**roperty



**E**nvironment



**C**lassmates



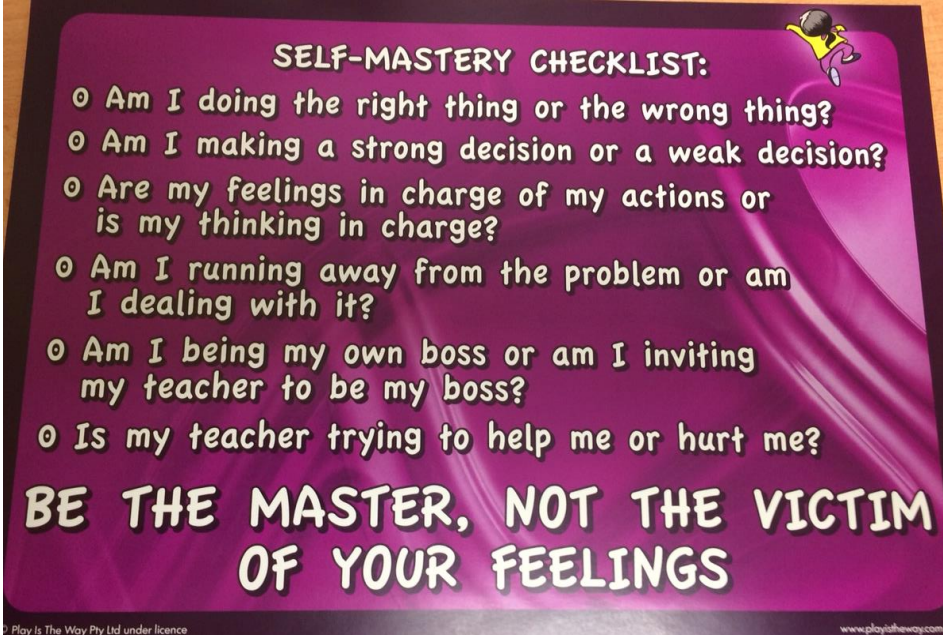
**T**eachers







## Appendix 2- Self Mastery Checklist

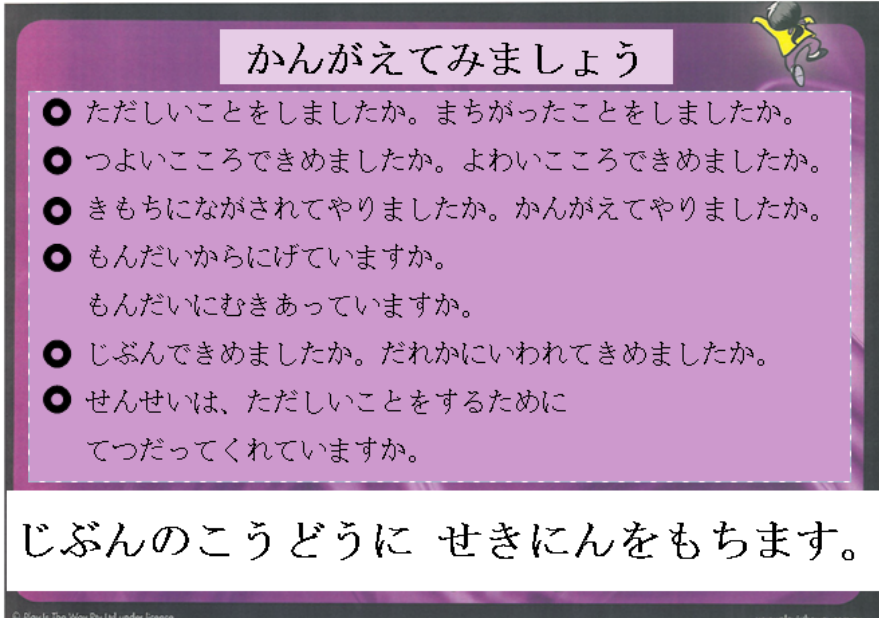


**SELF-MASTERY CHECKLIST:**

- Am I doing the right thing or the wrong thing?
- Am I making a strong decision or a weak decision?
- Are my feelings in charge of my actions or is my thinking in charge?
- Am I running away from the problem or am I dealing with it?
- Am I being my own boss or am I inviting my teacher to be my boss?
- Is my teacher trying to help me or hurt me?

**BE THE MASTER, NOT THE VICTIM OF YOUR FEELINGS**

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**かんがえてみましょう**

- ただしいことをしましたか。まちがったことをしましたか。
- つよいこころできめましたか。よわいこころできめましたか。
- きもちにながされてやりましたか。かんがえてやりましたか。
- もんだいからにげていますか。  
もんだいにむきあっていますか。
- じぶんできめましたか。だれかにいわれてきめましたか。
- せんせいは、ただしいことをするために  
てつだってくれていますか。


**じぶんのこうどうに せきにんをもちます。**

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# Appendix 3- 3R's Questioning Frameworks


F-2



## 3R's Questioning Framework



### Reflection





- What happened?
- How do you feel?
- Who was there?
- What did you do?

### Repair

- How will you say sorry?
- What can you do?

### Restitution

- How can you show one another that you can get along and move forward?

3-6

## 3R's Questioning Framework

### Reflection

#### (Thinking about your actions)

**Finding the Facts**


- What happened?
- How did you feel/what made you feel that way?

**Awareness of Others**

- Who were the people affected by your behaviour?
- What makes them valuable members of our community?
- How has it affected each of them?
- How do you think they are feeling now?

**Accepting Responsibility**


- What did you choose to do and why?
- How could have responded differently and why?
- What would have been the outcome if you had chosen a different action?



### Repair

#### (How will you say sorry)

- What can you do to repair the relationship?
- How will you do this?
- How do you think this will make people feel?
- How will you know you have earned the respect and trust back from the people you have affected?
- How will you show you are sorry?



### Restitution

#### (Moving on)

- How will you move on from this incident?
- What can you do to show that you have moved forward?
- How will you know that this has happened successfully?

