



# STUDENT WELLBEING & ENGAGEMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this Policy please contact the school office on 03 8401 3791.

## 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.

Epping Views 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.

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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2. School values, philosophy and vision
3. Wellbeing and engagement strategies
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## **POLICY**

### **1. School profile**

Epping Views Primary School was established in 2008. The school is located approximately 28 kilometres north of the CBD, situated on a 3.4 hectare site bounded by Lyndarum Drive, Mansfield and Dunolly Streets in the Lyndarum Estate Epping North.

The enrolment in 2024 is approximately 800 students operating across 34 classes consisting of straight grades from Prep to Year Six. We also operate the Epping Views Kindergarten, with three and four year old groups. We have approximately 120 school staff including Teachers, Educational Support Staff, School Nurses, Wellbeing Team staff, Out of School Hours Care staff, three Assistant Principals and the Principal. Our school is culturally diverse with 61% of families having a language background other than English (English as an Additional language) with the largest EAL groups being Arabic, Punjabi, Hindi and Macedonian. There are 49 different languages spoken by the school community. The school also has some representation from the Aboriginal and Torres Strait Islander (ATSI) community with 6 ATSI students enrolled in 2024.

### **2. School values, philosophy and vision**

Epping Views 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 CARING, HONESTY, EXCELLENCE, RESPECT and RESPONSIBILITY at every opportunity.

Epping Views Primary School Vision: We deliver high quality education for every student so they can thrive now and in the future.

Epping Views Primary School, through consultation with the staff, students and parents has the following values and understandings that are practised and embedded in the everyday school culture.

CARING: is understanding, thinking and showing consideration and respect for other people's feelings.

HONESTY: is being trustworthy and truthful to yourself and others.

EXCELLENCE: is aiming to be the best that we can be.

RESPECT: is communicating with understanding and treating other people the way you would like to be treated.

RESPONSIBILITY: is taking responsibility for our actions and making decisions that positively affect yourself, others and the environment.

Our Statement of Values is available on our [website](#).

### **3. Wellbeing and engagement strategies**

Epping Views 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 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 and parent survey data, student management data and school level assessment data
- teachers at Epping Views Primary School use an evidence based 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 Epping Views 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 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 our Student Leaders and other forums. Students are also encouraged to speak with their teachers and mini-school Leaders when they have any questions or concerns
- all students are welcome to self-refer to the Wellbeing Team, School Nurse, their teachers, mini school Leading Teachers, Learning Specialists, 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
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
  - Resilience, Rights and Respectful Relationships Curriculum
- our school wide positive behaviour framework also includes:
  - School wide and learning area matrix of expectations
  - Lessons to teach behaviour expectations
  - Positive acknowledgement system (Caught Ya Cards)
  - Ongoing monitoring
- opportunities for student inclusion i.e. sports teams, clubs, recess and lunchtime activities
- 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

- 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 English as an additional language students and all cultural and linguistically diverse students are supported to feel safe and included in our school through targeted and point of need teaching
- we support learning and wellbeing outcomes of students from refugee backgrounds and participate in the Refugee Education in Schools Program (RESP) to strengthen our practice
- 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
- 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

Epping Views 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 the student and their parents/carers to discuss the most effective ways to support the student's engagement with school
- developing an individual student plan such as:
  - an Individual Education Plan (IEP)
  - Positive Behaviour Support Plan
  - Student Safety Plan
  - a Coping 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 ChildFirst
  - Regional Services, e.g. Student Wellbeing and Engagement Officer, Attendance Officer, LOOKOUT, Disability Coordinators
  - External Services, e.g. Austin CYMHS, Austin CASEA Program.

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances, 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
  - of Aboriginal and/or Torres Strait Islander descent
  - with other complex needs that require ongoing support and monitoring.

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

Epping Views Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Wellbeing team plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. We use a Case Management Model that allows school staff to work as a team around the learner to ensure the student is able to access their learning and any additional support required. Epping Views 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

- referrals school's Case Management supports

## **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, 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](#).

## **6. Student behavioural expectations and management**

Behavioural expectations of students are grounded in our school's Statement of Values/Student code of conduct.

Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy. Bullying will be managed in accordance with our [Bullying Prevention Policy](#).

When a student acts in breach of the behaviour standards of our school community, Epping Views Primary School will institute a staged response, consistent with the Department's policies on behaviour, discipline, student wellbeing and engagement. Where appropriate, parents will be informed about the inappropriate behaviour and the 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 measures such as, withdrawal of privileges or withdrawal from class.

These measures may include:

- prompting students to take a break
- reteaching the behaviour expectation
- redirecting the student
- modifying an activity
- developing a Positive Behaviour Support Plan, with function based interventions
- developing a Student Safety Plan
- consulting with external services

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

- consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- referral to the Wellbeing Team and/or Assistant Principal
- restorative practices
- change in break and class timetable
- 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 Epping Views 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**

Epping Views 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
- communicating student work and community information to parents through Seesaw
- maintaining an open, respectful line of communication between parents and staff
- providing parent volunteer opportunities so that families can contribute to school 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**

Epping Views 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.

Epping Views Primary School will also regularly monitor available data dashboards to ensure any wellbeing or engagement issues are acted upon in a timely manner and any intervention occurs as soon as possible.

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Included as annual reference in the school newsletter

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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation ongoing	Policy Committee, School Council
Approved by	Principal
Next scheduled review date	August 2026