



# STUDENT ENGAGEMENT AND WELLBEING POLICY

## 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.

Belle Vue Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

## SCOPE

This policy applies to all school activities, including camps and excursions.

## CONTENTS

1. School profile
2. School values, philosophy and vision
3. Engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations
7. Engaging with families
8. Evaluation

## POLICY

### **1. SCHOOL PROFILE**

With a current student population of approximately 193 students, Belle Vue is situated in spacious, well maintained grounds in Balwyn North. The spacious school grounds contain an oval, basketball court, a synthetic netball court and cricket pitch. Many mature trees provide shade. Additionally, our students enjoy grassed areas and other hard-surface play areas. In 2012, with the completion of the new BER building, considerable planting was undertaken. In 2015 raised veggie garden beds were installed to be used by the students. Garden beds were also installed along many parts of the school boundary to improve the amount of understorey (following a biodiversity audit). This adds to the already pleasant school grounds. The focus for much of this landscaping continues to be using indigenous plants for attracting native wildlife.

Since 2009 the school has undergone significant improvement:

- 2009 – upgrade of the administration building with National School Pride funding.
- 2012 – the Building the Education Revolution construction of a brand new building, including six classrooms in 2012.
- 2015 – LED lighting was fitted in and around the old school buildings as part of a \$10,000 Energy Efficiency Grant from the Department of Education and Early Childhood Development.
- 2016 – using the Conditions Assessment Report funding along with locally raised funds (P&F and JSC) a new synthetic surface (soccer pitch) was installed in the Senior Playground
- 2016 – through the Victorian Schools Building Authority (VSBA) a new sewerage line was installed; the student toilets in the Administration Building were renovated, and a roof ‘extension’ was constructed
- 2017 – (through the VSBA) – saw the removal of the old brick work from the Library the corrugated iron installed in line with the BER
- 2018 – saw the upgrade of the Hall both inside and out – again using the funding from the Conditions Assessment Report (and locally raised funds)
- 2019 – with the removal of the (last) of the asbestos – the Library has been upgraded with new walls, storage cupboards, carpet and soft furnishings.

Belle Vue is consistently above the median for all Victorian state schools according to Victorian Curriculum and NAPLAN data. Compared to other schools, Belle Vue has performed as predicted and above when taking into account the background of our students. We will continue to focus on developing the capacity of our staff with weekly Professional Learning, mentoring through a formal peer observation process, ongoing provision for feedback and working with other schools in our Community of Practice.

Student attendance at Belle Vue is well above the state mean and is higher than would be predicted on adjusted scores. This reflects a highly supportive parent body. Our excellent attendance rates provide a platform from which to build greater levels of engagement for all students, although punctuality needs to remain a priority.

Belle Vue continues to provide a comprehensive approach to transition at all levels for our students. Foundation transition consists of a series of orientation sessions culminating in a full day, in the year prior to commencing school. The orientation for students transitioning to secondary school has been effective and will remain as part of our school program.

Our school takes pride in its strong community atmosphere, which fosters partnerships between students, staff, parents and the local community. Parental involvement covers a wide range of activities including assistance (volunteer) with literacy and numeracy rotations, fundraising, multicultural day, lunch days and sporting activities. Programs are formally supported by school council and the Parents and Friends Group. Camp Australia operates before and after school care programs.

The school operates extra-curricular activities and liaises with external providers to offer high-quality programs. A Greek School operates independently during out of school hours on Monday evenings.

Belle Vue offers quality, highly planned and documented programs in the domains of English, Mathematics, Science, Technology, Humanities, Health and Physical Education, Language Other Than English (Italian) and the Arts, which includes an annual drama/music production an Art Auction and Exhibition. A Music Teacher delivers high quality programs to all students. Visiting

teachers provide individual instrumental tuition and the community enjoys and supports regular performance assemblies. A Digital Technologies Instructor works with teachers and students, on coding and robotics from Prep right through to Grade 6. The parents and wider community are invited in to see the ‘village’ the students have created in term 4 – a culmination of the years’ work. The whole school approach to student welfare focuses on the values of Respect, Responsibility, Pride, Integrity and Commitment.

The curriculum is drawn from Victorian Curriculum. In 2019 we implemented a change in the way we start the school day, with the introduction of ‘Get Ready to Learn Time’ from 8:50am – 9am, ensuring that Literacy and Numeracy are given priority through daily timetabled blocks.

Special assistance is provided for integrated students through the appointment of Education Support Staff to the school.

Written student reports and Student Led Conferences provide information to parents on student achievement and progress. To know our students, teachers meet regularly in Professional Learning Communities to develop learning logs. The Annual Report to School Council details the advances and accomplishments of the school. The fortnightly online newsletter provides parents and the community with information and is used to inform and encourage participation in school events. The school has updated its website to include regular newsfeeds from each level and also uses a phone app to communicate with parents which is used by the majority of parents.

The school believes it is vital to build links with our community and know our students and their families. To this end, all staff are on duty and available to our community every day after school for twenty minutes. This has had a positive impact on staff-parent relationships and is highly valued by the community.

At Belle Vue Primary School we believe that every child has the right and capacity to learn and succeed. We have high expectations of all learners and ensure that teachers maximise learning opportunities to ensure success. We also believe that:

- Children, parents and teachers work in strong supportive partnership within the school community
- Children work in a safe, secure learning environment and are actively encouraged to be self-motivated, independent life-long learners
- Children work and play cooperatively
- Children make responsible decisions for their behaviour and actions
- Children are challenged, extended, motivated and supported in their learning through high quality instruction

## **2. SCHOOL VALUES, PHILOSOPHY AND VISION**

Belle Vue Primary School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at Belle Vue Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law

- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

The School's Statement of Values and School Philosophy outlines our school's vision, mission, objective, values and expectations of our school community. This policy is available on our school website, as part of our staff induction handbook and enrolment/transition packs.

To celebrate and embed our Statement of Values and Philosophy in our school community, we

- display posters and banners that promote your values in our school
- celebrate our values in our school newsletter
- provide awards and recognition for students who actively demonstrate the values
- discuss our values with students in the classroom, meetings and assemblies.

## **VISION**

Belle Vue Primary School's vision is to create lifelong learners who are prepared for their future and who will strive to continually improve themselves, their community and the world.

## **MISSION**

Belle Vue Primary School's mission is to foster a safe and stimulating learning environment where all students will be supported to achieve their full potential academically, socially and emotionally.

## **OBJECTIVE**

Belle Vue Primary School's objective is to ensure that every child achieves their personal and learning potential.

## **VALUES**

Belle Vue Primary School's values are Respect, Responsibility, Pride, Integrity and Commitment.

### *Respect: Caring for yourself, others and property*

- Be caring, considerate and courteous of self and others
- Encourage, value and celebrate diversity
- Value and care for property at our school

### *Responsibility: Being accountable for your actions and words*

- Be understanding and tolerant
- Work and play co-operatively, safely and responsibly together
- Behave according to school values
- Acknowledge, reflect on and accept consequences of inappropriate behaviour
- Participate in class and school activities
- Follow teacher instructions

### *Pride: Recognise and celebrate achievements*

- Strive to do your best
- Be proud of the school and care for its environment
- Help others achieve their goals as well as our own

### *Integrity: Demonstrating honest and truthful behaviours*

- Be honest
- Treat others fairly
- Solve problems in a fair, sensible and calm manner

### *Commitment: Engaging in and taking responsibility for your learning*

- Be positive and encourage a happy learning environment
- Have high expectations of yourself and encourage others
- Care for others in an atmosphere of mutual respect and trust

## **BEHAVIOURAL EXPECTATIONS**

Belle Vue Primary School acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school.

## **UNREASONABLE BEHAVIOURS**

Schools are not public places, and the Principal has the right to permit or deny entry to school grounds (for more information, see our *Visitors Policy*).

Harassment, bullying, violence, aggression, threatening behaviour and unlawful discrimination are unacceptable and will not be tolerated at our school.

Our *Statement of Values and School Philosophy* ensures that everyone in our school community will be treated with fairness and respect. In turn, we will strive to create a school that is inclusive and safe, where everyone is empowered to participate and learn.

## **3. ENGAGEMENT STRATEGIES**

Belle Vue Primary School has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

### Universal

- high and consistent expectations of all staff, students and parents and carers
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing
- creating a culture that is inclusive, engaging and supportive
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- teachers at Belle Vue Primary School use instructional frameworks (such as the Belle Vue Primary School Reading and Writing instructional models) 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 Belle Vue 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
- teachers work in teams to plan curriculum, discuss relevant data and implement and reflect on High Impact Teaching Strategies (HITS)

- our school values are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the Junior School Council and other forums including year group meetings. Students are also encouraged to speak with their teachers, Year Level Leaders and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through school plays, athletics, music programs and buddy programs
- All students are welcome to self-refer to the Classroom teacher, Student Wellbeing Coordinator, Year Level Leader, Principal or other student nominated staff member 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 Program
  - National Day of Action Against Bullying and Violence
  - Bully Stoppers
  - Safe Schools
  - You Can Do It
  - Belle Vue Primary School Social and Emotional Program
  - School Values
- programs, incursions and excursions developed to address issue specific behaviour (i.e. anger management programs)
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- buddy programs
- meetings with groups of students such as boys/girls lunches

#### Targeted

- each year group has a Year Level Leader responsible for their year level, this includes acting as a point of contact for students who may need additional support
- connect any Koorie students with a Koorie Engagement Support Officer
- any students in Out of Home Care will be appointed a Learning Mentor, have an Individual Education Plan and will be referred to Student Support Services for an Educational Needs Assessment
- staff will apply a trauma-informed approach to working with students who have experienced trauma

#### Individual

- Student Support Groups, see:  
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/supportgroups.aspx>
- Individual Education Plan and Behaviour Support Plan

- Program for Students with Disabilities
- referral to Student Welfare Coordinator and Student Support Services
- referral to ChildFirst, Headspace
- Navigator
- Lookout

Belle Vue 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 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
- running regular Student Support Group meetings for all:
  - Koorie students
  - students with a disability
  - students in Out of Home Care
  - students with other complex needs that require ongoing support and monitoring.

#### **4. IDENTIFYING STUDENTS IN NEED OF SUPPORT**

Belle Vue Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Leadership Team (including the Principal and Welfare Co-ordinator) and other relevant staff play a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Belle Vue 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, behaviour and suspension data
- engagement with families
- self-referrals or referrals from peers
- DHHS
- Health and Wellbeing Specialist Services
- Any relevant external support services (e.g. Options, Autism Partnerships Australia).

## **5. STUDENT RIGHTS AND RESPONSIBILITIES**

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team.

## **6. STUDENT BEHAVIOURAL EXPECTATIONS**

Behavioural expectations of students, staff and families are grounded in our school values. Student bullying behaviour will be responded to consistently with Belle Vue Primary School's Bullying and Harassment Policy.

When a student acts in breach of the behaviour standards of our school community, Belle Vue Primary School will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff. Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- warning a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- referral to the Leadership Team
- restorative practices
- behaviour reviews
- suspension
- expulsion

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

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx>

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

### STUDENT CODE OF CONDUCT

Belle Vue Primary School is committed to developing and maintaining a positive school environment. It is our belief that positive interactions between parents, teachers and students will lead to more effective learning and fewer behavioural concerns.

The whole school approach to student management focuses on the following important values as well as incorporating the ‘habits of mind’ associated with the You Can Do It Achievement Program:

<b>Respect:</b> Caring for yourself, others and property	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Be caring, considerate and courteous of self and others</li> <li>• Encourage, value and celebrate diversity</li> <li>• Value and care for property at our school</li> </ul>	<ul style="list-style-type: none"> <li>• Social Responsibility</li> <li>• Being Tolerant of Others</li> <li>• Thinking first</li> </ul>

<b>Responsibility:</b> Being accountable for your actions and words	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Be understanding and tolerant</li> <li>• Work and play co-operatively, safely and responsibly together</li> <li>• Behave according to school values</li> <li>• Acknowledge, reflect on and accept consequences of inappropriate behaviour</li> <li>• Participate in class and school activities</li> <li>• Follow teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Being Tolerant of Others</li> <li>• Planning Your Time</li> <li>• Setting Goals</li> <li>• Being Independent</li> <li>• Giving Effort</li> <li>• Thinking First</li> </ul>

<b>Pride:</b> Recognise and celebrate achievements	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Strive to do your best</li> <li>• Be proud of the school and care for its environment</li> </ul>	<ul style="list-style-type: none"> <li>• Accepting Yourself</li> <li>• Working Tough</li> <li>• Giving Effort</li> </ul>

• Help others achieve their goals as well as our own	
<b>Integrity:</b> Demonstrating honest and truthful behaviours	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Treat others fairly</li> <li>• Solve problems in a fair, sensible and calm manner</li> </ul>	<ul style="list-style-type: none"> <li>• Playing by the Rules</li> <li>• Social Responsibility</li> <li>• Thinking First</li> </ul>
<b>Commitment:</b> Engaging in and taking responsibility for your learning	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Be positive and encourage a happy learning environment</li> <li>• Have high expectations of yourself and encourage others</li> <li>• Care for others in an atmosphere of mutual respect and trust</li> </ul>	<ul style="list-style-type: none"> <li>• Taking Risks</li> <li>• Accepting Myself</li> <li>• I Can Do It</li> </ul>

## 7. ENGAGING WITH FAMILIES

Belle Vue Primary School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

## 8. EVALUATION

Belle Vue 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
- school reports
- parent survey
- case management
- CASES21
- SOCS

**APPENDICES**

- Appendix A: Student Code of Conduct (for display)

**FURTHER INFORMATION AND RESOURCES**

- Statement of Values and School Philosophy
- Bullying and Harassment Policy
- Child Safe Standards

**REVIEW CYCLE**

This policy was last updated on 1 November 2019 and is scheduled for review in 2020.

**RATIFIED BY SCHOOL COUNCIL****DATE: 4 December 2019**

Date	Version Number:	Update information	Next Review:
25 March 2014	1.0	N/A	March 2016
31 August 2016	2.0	Changes in line with DET Guidelines. Insertion of latest school profile and philosophy statement (relevant to Student Engagement). Amendments following consultation with all members of the school community about their rights, responsibilities and expectations.	July 2018
1 November 2019	3.0	Changes in line with DET Guidelines using latest Template (Feb 2018)	November 2020

Appendix A

**STUDENT CODE OF CONDUCT**



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<ul style="list-style-type: none"> <li>• Be caring, considerate and courteous of self and others</li> <li>• Encourage, value and celebrate diversity</li> <li>• Value and care for property at our school</li> </ul>	<ul style="list-style-type: none"> <li>• Social Responsibility</li> <li>• Being Tolerant of Others</li> <li>• Thinking first</li> </ul>
<b>Responsibility:</b> Being accountable for your actions and words	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Be understanding and tolerant</li> <li>• Work and play co-operatively, safely and responsibly together</li> <li>• Behave according to school values</li> <li>• Acknowledge, reflect on and accept consequences of inappropriate behaviour</li> <li>• Participate in class and school activities</li> <li>• Follow teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Being Tolerant of Others</li> <li>• Planning Your Time</li> <li>• Setting Goals</li> <li>• Being Independent</li> <li>• Giving Effort</li> <li>• Thinking First</li> </ul>
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<b>Commitment:</b> Engaging in and taking responsibility for your learning	<b>YCDI:</b> Habit of Mind
<ul style="list-style-type: none"> <li>• Be positive and encourage a happy learning environment</li> <li>• Have high expectations of yourself and encourage others</li> <li>• Care for others in an atmosphere of mutual respect and trust</li> </ul>	<ul style="list-style-type: none"> <li>• Taking Risks</li> <li>• Accepting Myself</li> <li>• I Can Do It</li> </ul>