

HUNTLY PRIMARY SCHOOL

STUDENT WELLBEING AND ENGAGEMENT POLICY



Help for non-English speakers.

If you need help to understand the information in this policy please contact the front office on 54 488866.

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.

Huntly 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.

CONTENTS

1. School profile
2. School values, philosophy and vision
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POLICY

1. School profile

Huntly Primary School is located on the northern fringe of Bendigo.

We aim for our students to reach their full educational potential through differentiated, cohesive and student informed learning programs. Where as a whole-school community we work together to provide a positive school culture to engage and support the students' individual growth.

In 2024 the school is structured into four teaching units: five Foundation/1 classrooms, two grade 2 classrooms, four grade 3/4 classrooms and three grade 5/6 classrooms. Specialist instruction includes; Physical Education, Performing and Visual Arts and a modified Chinese language program for the Foundation-6 student cohort.

Huntly Primary School has 31.88 full-time equivalent staff, this includes: 1 principal class, 1 learning specialist, 16.06 teachers, 1.0 learning tutors, 0.6 Disability & Inclusion coordinator, 10.62 education support staff, 0.8 wellbeing officer, 1 business manager, 1 library technician and a 0.2 grounds/maintenance person. Huntly Primary School has a leadership team comprising of 1 principal class officer, 1 learning specialist and 3 classroom teachers.

The Student Family Occupation and Education Index is 0.4266, with the overall socio-economic profile being 'medium'. Huntly Primary School caters for an increasingly diverse population, with the proportion of students with English as a Second Language being 4% and Aboriginal and Torres Strait Islander students being 8%.

2. School values, philosophy and vision

Huntly Primary School's vision is to develop articulate and resilient young people who contribute to their local and the global community.

Huntly Primary School's mission is to provide a safe, supportive, inclusive and stimulating learning environment for all students. Allowing our students to reach their full educational potential through differentiated, cohesive and student informed learning programs. Where as a whole-school community we work together to provide a positive school culture to engage and support the students individual growth.

Huntly Primary School values guide all aspects of our work, policies and interactions

<p><u>RESPECT</u> Value self, others, property and the environment.</p> <p>SWPBS Caring for equipment. Caring for others. Showing manners. Caring for others belongings. Pride in work and self.</p>	<p><u>TEAMWORK/COLLABORATION</u> Working with others to achieve our goals.</p> <p>SWPBS Including others. Positive comments. Caring for others belongings. Working together productively. Listening to others. Communicate effectively.</p>
<p><u>COMMUNITY</u> Contribute to the shared values and aspirations of our local and global community.</p> <p>SWPBS Participation in school activities. Caring for the environment.</p>	<p><u>RESILIENCE</u> Take responsibility for your actions and behaviour and bounce back from adversity.</p> <p>SWPBS Able to take constructive feedback and apply it. Solving your own issues.</p>

3. Wellbeing and Engagement strategies

Huntly Primary School has developed a range of strategies to promote engagement, positive behaviour, respectful relationships and an inclusive and safe environment 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.

School-Wide Positive Behaviour Support:

Huntly Primary School have adopted the School-Wide Positive Behaviour Support (SWPBS) as a whole-school framework. The framework provides staff with an approach to promote and improve behaviour at their school. SWPBS is an evidence and data driven framework. It demonstrates the most effective ways to prevent and respond to problem behaviour at school. Research has shown that SWPBS is successful in reducing problem behaviour, improving school culture, and increasing academic performance.

For more information on SWPBS see; [SWPBS](#)

SWPBS is:

- A broad range of systemic and individualised strategies for achieving important social and learning outcomes while preventing problem behaviour with all students
- The redesign of environments to achieve success
- The teaching of specific behaviour expectations, not reacting to problem behaviour
- About what we do differently to teach children about appropriate social and learning behaviour
- Designing a statement of purpose, Inside/Outside Expectations Matrix that the whole school uses to teach students about appropriate behaviour

The school works collaboratively with students and families to establish fair and respectful behaviour policies and practices, based on our school values and expectations. There are also intervention strategies in place to address undesirable school behaviour. See- Student Behaviour Management Process, for details of our intervention strategies.

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

Universal:

Huntly Primary School will implement a whole-school behaviour management approach that is evidence driven and based on pro-social values, social competencies, incentives and positive peer relationships.

At Huntly Primary School we will:

- Prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing.
- Collaboratively develop and implement a fair and respectful whole-school behaviour management approach.
- Create a culture that is inclusive, engaging and supportive and that embraces and celebrates diversity and empowers all students to participate and feel valued.
- Encourage and provide multiple opportunities for parents/carers and members of the broader community to play an active part in the life of the school and the education of their children.
- Maintain high and consistent expectations of all staff, students and parents and carers.
- Provide a curriculum that includes pro-social values and behaviour to enable students to acquire knowledge and skills, value diversity and build a culture of learning, community and engagement.

- Promote active student participation and provide students with a sense of ownership of their environment.
- Support families to engage in their child’s learning and build their capacity as active learners.
- Establish social/emotional and educational support for vulnerable students and monitor and evaluate progress.
- Have processes in place to identify and respond to individual students who require additional assistance and support.
- Build strong links with the local community to gain access to an extended network of community members, professionals and educators who can provide expertise and experience that can build the capacity of our school and our teachers to respond to the needs of the students.
- Analyse and be 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.
- Use Math and English instructional frameworks to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons.
- 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.
- Incorporate our School Values into our curriculum and promote to students, staff and parents so that they are shared and celebrated as the foundation of our school community.
- Carefully plan transition programs to support students moving into different stages of their schooling.
- Acknowledge positive behaviour and student achievement in the classroom via Whirrakee cards or House Points, and formally during school assemblies and communication to parents.
- Monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level.
- Encourage students to speak with their teachers, education support staff and principal whenever they have any questions or concerns.
- Create opportunities for cross—age connections amongst students through sport and music programs, buddy programs, Alternative lunch activities, Multi-Age days and Wellbeing Wednesdays.
- Welcome students to self-refer to the wellbeing support worker 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.

Attendance

Huntly Primary School will promote and maintain high levels of student attendance and participation through:

- articulating high expectations to all members of the school community
- adopting consistent, rigorous procedures to monitor and record student absences
- following up student absences promptly and consistently
- implementing data-driven attendance improvement strategies
- creating safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning
- providing early identification of, and supportive intervention for, students at risk of non-attendance
- linking with local community groups and agencies to maximise program and individual support
- providing a staged response

Buddy Program

The Huntly Primary School Buddy program is designed to provide support between junior and senior students. We believe that the program is an effective educational tool and can help improve the relationships in the school. Students from grades 5/6 will be paired up with a Foundation/1 student. Teachers meet to organise a time to meet on a biweekly basis. The Buddy program empowers students to grow in confidence and responsibility. Activities are designed to enhance communication skills, relate positively with others and build on students' self-awareness and self-esteem.

Curriculum (Social and Emotional Learning Program)

The school's strategies to promote pro-social values will be whole-school in focus and include close links with curriculum. The Victorian Curriculum F-10 includes the learning domain of Physical, Personal and Social Learning, which encourages students to work with others, and to take greater responsibility for their own learning and participation at school. In the context of the Victorian Curriculum F-10, the school curriculum will include pro-social values and behaviours to enable students to acquire knowledge and skills, value diversity and build a culture of learning, community and engagement. Huntly Primary School is part of the Respectful Relationship network and is a member of the Resilience Project. Students participate in weekly sessions focused around gratitude, empathy, mindfulness and emotional literacy. Staff have access to additional resources provided by TRP. These are also complimented by range of resources such as Circle Solutions, Berry St and Be You.

Student Voice

Student voice/student participation is about valuing people and valuing the learning that results when we engage the capacities and multiple voices in the school. It focuses on realising the leadership potential inherent within all learners. There are four dimensions to student participation:

1. student involvement in school and community development
2. students as researchers and co-enquirers
3. student feedback on teaching and learning
4. students as cross-age tutors

The school promotes active 'student participation' as an avenue for improving student outcomes and facilitating school change. Student participation ranges from young people sharing their opinions of problems and potential solutions in classroom forums and in focus groups associated with school strategic planning. It also includes our students sharing their 'voice' by collaborating with teachers to actually improve education outcomes, including helping to improve teaching, curriculum and teacher-student relationships and leading to changes in student assessment.

Transition Program

At Huntly Primary School, we aim to provide a smooth and efficient transition from kindergarten to primary school and from Year 6 to secondary school. Our school appoints staff members to coordinate both our Foundation and Year 6 to Year 7 transition programs. Coordinators communicate with both the Kindergarten and Secondary school to ensure all students successfully integrate into their new learning environment. Children with additional needs are supported by extra transition days and meetings are organised to discuss programs and resource requirements. Transition visits will consist of familiarisation tours of the school, activities in classrooms and specialist lessons. Information evenings occur in August for new prep students, followed by additional sessions in November. The Road to Foundation program provides pre-school children with a more extensive transition program once they have enrolled. For students transitioning into Secondary schools, we provide an extensive program incorporating regular visits to the secondary school. Aligned with the state-wide procedure, all students participate in an Orientation Day in December for the following year's placement. Parent are informed about the school's programs, procedures, and are provided with an opportunity to ask questions and to have discussions regarding their child. Before entering a new year level students across the school will participate in

step up sessions to allow them time to experience expectations and procedures associated with that year level. Students who are new to Huntly Primary School throughout the year will be given a tour of the school and 'buddied' up with a student whose class they will be joining.

Targeted:

Intervention Support Groups

The curriculum programs of the school will recognise and respond to the diverse needs of the school's students by:

- accommodating different learning profiles and rates of learning
- intervening early to identify and respond to individual student needs

The school is committed to the delivery of an inclusive curriculum that ensures all our students have access to a quality education to meet their diverse needs.

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
- conducting regular Student Support Group meetings for students.

Student Support

At Huntly Primary School we have resources, programs and specialised staff to support students with individualised needs, allowing them to effectively access the curriculum.

- *staff will undertake professional development in response to needs identified by student wellbeing data, classroom teachers and Department of Education priorities.*
- *staff will apply a trauma-informed approach to working with students who have experienced trauma*

Student supports include:

- *providing a positive and respectful learning environment for students who identify as LGBTIQ+ and follow the Department's policy on [LGBTIQA Student Support](#)*
- engaging our Koorie students fully in their education, in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture working in partnership with our local Koorie Education Support Officer to develop approaches to improve student outcomes by:
 - Connecting Koorie students with a Koorie Education Support Officer
 - Supporting and developing high expectations for all students
 - Creating Individualised Education Plans to support Koorie students
 - Creating a learning environment that acknowledges, respects and values Koorie culture and identities
- ensuring our English as a second language students are supported through our EAL program. They are supported to feel safe and included in our school. Our school as required seeks advice from our region's EAL coordinator and local network of EAL schools to assist with communication and assessment and reporting.
- working with LOOKOUT Centre staff to ensure all students who are in Out-of-Home-Care are fully supported and have the best available resources and opportunity to learn and succeed. All students in Out of Home Care will be:
 - appointed a Learning Mentor
 - provided Individual Learning Plan

- provided with regular SSG meetings
- referred to Student Support Services for an Educational Needs Assessment
- 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

Student Support Groups are provided for students at risk of attendance, behaviour and academically. Meetings are attended by the teacher, student (where appropriate), school principal (or delegate), parent/carers or external professional (when necessary).

The aim of a Student Support Group is:

- Collect data that will inform decision-making
- To develop or review an Individualised Learning Plan or Behaviour Support Plan using the appropriate school template.
- Discuss and plan for improve student outcomes.
- Establish an Individual Learning Plan and/or Behaviour Support Plan using the appropriate school template. This should include how best to help the student engage with school and consider if any environmental changes need to be made, for example changing the classroom set up.

[Student Support Groups: Policy | education.vic.gov.au](#)

Program for Students with Disabilities

- *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*

[Program for Students with Disabilities](#)

Huntly Primary School Student Referrals

At Huntly Primary School we support students at risk and or students who are vulnerable due to complex individual circumstances. For students dealing with unfortunate circumstances Huntly Primary School will provide services by referring students to:

- School-based wellbeing services, including access to our Wellbeing Officers (Dianne – Monday/Tuesday. Samara Wednesday/Friday)
- Student Support Services
- Referral to appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or Child First/Orange Door

[Student Support Services](#)

[Mental health toolkit](#)

Individual:

Huntly 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/carers 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

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 Plan in collaboration with the student and their family
- engaging with our regional Koorie Education Support Officer
- 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

Huntly 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. Huntly 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
- student check-in tool (Department of Education validated)
- academic performance
- trauma management plan
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- Student Support Groups for children in need
- safety survey of students and school environment
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- engagement with families

The school will utilise relevant external student wellbeing support services in order to identify and address the barriers to learning that individual students may be facing. Such services to provide support for students and staff include:

- psychologist for psychological and academic assessment
- Department of Human Services case managers and support workers
- social workers to provide services such as counselling, social skills and anger management programs
- youth agencies
- local parent support groups
- relevant Department of Education support staff

- C.A.S.A. [Centre Against Sexual Assault]
- School Focused Youth Service (SFYS)

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.

We acknowledge a shared responsibility to create a positive learning environment for the children at our school.

At Huntly Primary School we have four core values which underline our expectations. (See appendix).

At Huntly we are:-

RESPECTFUL. We Value self, others, property and the environment.

RESILIENT. We take responsibility for our actions and behaviour and bounce back from adversity.

COLLABORATIVE. We work with others to achieve our goals.

COMMUNITY MINDED. We contribute to the shared values and aspirations of our local and global 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
- use their student voice to express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program by attending school regularly and on time.
- 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.

6. Student behavioural expectations and management

Huntly Primary School's expectations of students encompass our core values of; Respect, Resilience, Teamwork/Collaboration and Community. These are displayed in each classroom as a Matrix outlining our Inside and Outside expectations across the school. Student engagement, regular attendance and positive behaviours will be supported through relationship based, whole school classroom practices, including targeted and individual support where required.

The following proactive factors support student engagement:

- Positive behaviour support
- Clear, fair and consistent rules and behaviour expectations
- Understanding of individual student needs
- Accessible staff support
- Positive and supportive parent, teacher and peer relationships
- Feeling safe and valued at school
- Reasonable and consistent consequences
- Academic success

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, Huntly 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 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:

- remind and warn a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom, to their 'Buddy Room' or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- referral to leadership
- restorative practices
- behaviour reviews or plans
- 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>

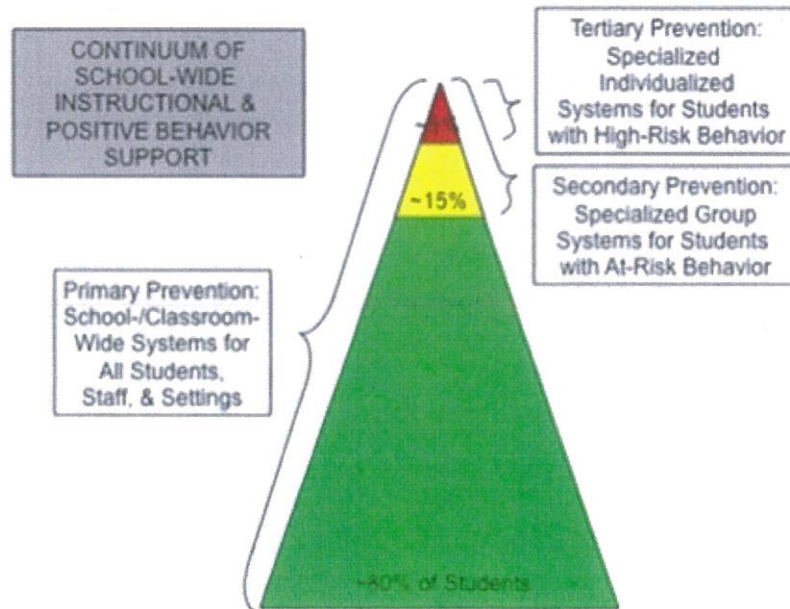
In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training.

The Principal of Huntly 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.

At HPS a staged response provides a continuum of support for student well-being. The three stages of engagement are:

- *Stage 1 – Universal Engagement.* School-wide engagement strategies that create safe, inclusive and empowering environments that foster an enthusiasm for learning and support student wellbeing.
- *Stage 2 – Targeted Engagement.* Population-specific engagement strategies that meet the varied needs of vulnerable cohorts, including both prevention and intervention strategies
- *Stage 3 – Individual Intervention.* Student-specific engagement strategies for students at risk, including strategies to identify and respond to individual student circumstances when regular attendance is not consistent or positive behaviours are not demonstrated.



In accordance with the Huntly Primary School – Behaviour Management Process.

Used to help determine if the incident is managed by the teacher (minor) or externally (major).
See attached document for further detail.

Classroom Management / School Yard Management

- Step 1: Verbal Reminder of expectation not being met –redirect behaviour
- Step 2: Warning and Relocation within classroom. If deemed appropriate offer student 'brain break', *in accordance to attached document.*
- Step 3: Removal from class for the remainder of the session. Incident to be recorded on Chronicle as either amber or red.
In the yard, the duty teacher will inform the classroom teacher. Duty teacher will record the incident on Chronicle.
- Step 4: Parent Contact as deemed appropriate

Reflection Time

Students who have received a Major incident or have had repeated Minor incidents will complete a Reflection Time during either of the lunch breaks.

- Step 1: Teacher discusses behaviour with the student and refers to the Expectation Matrix
- Step 2: Reflection Time teacher will discuss incident/issue with both the perpetrator and victim (if required). The teacher will add an outcome notification to the Chronicle report. The classroom teacher will be made aware of the outcomes.
- Step 3: Parent will be informed of the incident, based on severity or frequency of the incident.
- Step 4: Should there be continued incidents the student may be placed on either a Behaviour Improvement Plan or Yard Plan.

There are ongoing behavioural Issues in all schools, and across the wider community, there are individuals who may require additional support or intervention to ensure they do not impact on the learning, wellbeing and safety of others. For this small percentage of our student population, the school in consultation with parents, may implement the following strategies:

- Discussing the behaviour problems and reaching an agreement for future behaviour with the student.
- Explicit teaching of appropriate behaviours.
- Monitoring and providing feedback- this may be in a parent communication book or diary.
- Development of a Behaviour Improvement/Safety Plan.
- Placed on a Yard Plan, where modelled behaviour can be monitored.
- Withdrawing a student from an activity, class or sporting event, incursion or excursion. *Parents will be informed prior to this decision being made.*
- Providing an alternative educational setting within the school.
- Counselling for individual students to modify behaviour.
- Student support meetings which may involve parents, the principal, relevant DET staff or outside agencies.
- Application for extra resources for support under the Program for Students with Disabilities program (for eligible students).
- In school suspensions for serious and/or continual misconduct. (This will be implemented after parents have been notified).

7. Engaging with families

Huntly 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. Parents and carers will be provided with the opportunity to participate in school life, both formally and informally, through school council, the Community Group and Parent Club, volunteering and staying up to date with news about what is happening in education via our online newsletter.

The school will support families to engage in their child's learning and build their capacity as active learners. It provides an environment that welcomes all parents/carers and is responsive to them as partners in learning. The school will ensure that the unique experiences and skills of our students' families enrich the learning environment and the 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 in school decision making
- coordinating resources and services from the community for families for example: Foodshare
- including families in Student Support Groups, and developing individual plans for students.

Parents' responsibilities for supporting their child's attendance and engagement are outlined in the Attendance Policy. Furthermore, parents are expected to act in a respectful and constructive manner when dealing with our school.

8. Evaluation

Huntly Primary 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 (Compass- Chronicle)
- school reports
- parent survey
- safety survey
- case management
- CASES21
- SOCS

We will also regularly monitor available data to ensure any wellbeing or engagement issues are acted upon in a timely manner and any interventions occur as soon as possible.

Communication

This policy is communicated to our school community in the following ways.

- Available publicly on our school's website.
- Included in our enrolment packs.
- Included as an annual reference in our school newsletter.
- 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 school based resources are relevant to this Student Engagement and Wellbeing Policy:

Appendix 1 Behaviour Management Flow Chart (Minor/Major)

Appendix 2 Inside Expectations

Appendix 3 Outside Expectations

Appendix 4 Active Supervision

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](#)

Related Policies: [Huntly PS Webpage](#)

Child Safety

Bullying Prevention

Duty of Care

Inclusion & Diversity

Statement of Values & School Philosophy

Yard Duty & Supervision

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Consultation	School Council Date: June 20 th
Approved by	Jason Lee (Principal)
Next scheduled review date	May 2026

Prepare students, pre-correct potential misbehaviours, intentionally set the tone for the next event



Teacher managed

Observe and identify problem behaviour

Is the behaviour teacher or externally managed?

Externally managed
(Principal/Wellbeing Coordinator or delegate)

Step 1
Reminder
Redirect student
Re-teach behavior/expectation

Step 1
Referring teacher records incident on Chronicle as Major (Red)
Depending on severity of incident, may move Steps

Step 2
Choose as Appropriate

Warning

Re-teach behavior again.
If required, ask student to move to a different part of the room.
OR
Spend time in 'Buddy' Break' class to re-find focus. Work to be caught up as required.
Refer to Individual Behaviour Plan, as required.

Teacher Managed	Externally Managed
Minor	Major

Step 2
Student attends Reflection Time
Reflection teacher discusses incident and puts in place future expectations and provides relevant staff of outcomes.
Parent contact dependent on severity of incident

Step 3

Choose as Appropriate

Reteach behaviour, Time spent with teacher at lunch - "walk and talk".
Referring teacher records incident on Chronicle as Minor (Amber)
OR
Reflection Time/Alternate lunch program

*Disrespect/defiance *Inappropriate Language – non threatening *Lying/Excluding others *Inappropriate use of equipment or property (including technology) *Self exit – but returns *Rough/Unsafe Play *Out of Bounds *Condoning/Encouraging poor behaviour	*Deliberate disruption/defiance *Inappropriate Language – abusive/ threatening *Harassment/Threats *Deliberate damage or misuse of equipment or property (including technology) *Self exit – non return *Fighting/Physical aggression *Leaving School Grounds *Refusing to attend/Self Exit Reflection Time.
Escalation – continued minor offences with no regard for consequences = External	Further Escalation OR Danger to self or others Racial vilification Sexualised behaviour Possessing a weapon/drugs

Step 3
If student is required to attend Reflection Time for a similar incident.
Parent contacted.
Parent support meeting
May also include a Yard Plan/Behaviour Support Plan to be implemented.

Step 4
Choose as Appropriate

- Restorative Action (clean up mess, replace damaged/lost items, determine how best to restore relationship.)
- Removal from school events: such as - excursions/ camps/ class activities.
- Suspension – return meeting
- Expulsion

Did the behaviour change?

YES

Acknowledge and reward appropriate behaviour.

NO

Refer to External Management

Classroom Intervention:

If student is non-compliant – support staff (Principal or delegate) called to assist with student supervision and redirection.

Inside Learning Expectations

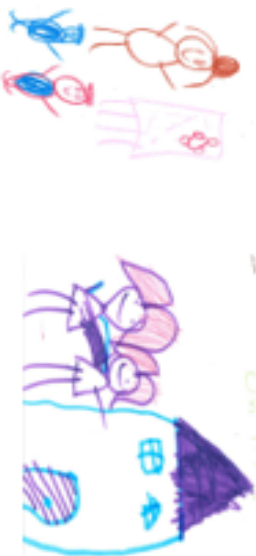
Learning Spaces

Assembly

RESPECT

"Ready To Learn"

We treat others as we would like to be treated.
 We keep our hands and feet to ourselves.
 We take pride in our work.
 We are active listeners.
 We use our manners -
 "Please, Thank you and Excuse me".



We sit, look and listen to all speakers.
 We are respectful audience members.



TEAM WORK & COLLABORATION

"Inside Voices"

We take it in turns.
 We encourage others to be their best.
 We raise our hand if we have something to share.
 We value the ideas of others.
 We celebrate the success of others.



We applaud to show our appreciation.



COMMUNITY

"Tight Transitions – Quick, Quiet, Calm"

We care for all belongings.
 We ask before using someone else's belongings.
 We use our 'walking feet'.
 We greet each other with kindness.
 We tidy up after ourselves.



We stand and sing the national anthem with our hands by our sides.



RESILIENCE

"We Challenge Ourselves"

















We try our best.
 Mistakes are proof that we are trying.
 We say "I can't do it – YET".
 We focus on our own learning - "
 We Stop. Think. Ask - Does this affect my learning?"
 We try again when something doesn't work.



We are brave when we stand in front of an audience.
 We speak confidently when we are sharing.



Outside Expectations

	Yard	Walkways	Toilets	Excursions/Off Site
<p>RESPECT</p> <p>“Walking Feet”</p>	<p>We play fairly. We understand the rules before we start to play. We choose appropriate games. We follow all the duty teacher’s instructions. We use respectful language.</p> 	<p>We walk on the paths. We use our quiet voice when we transition during classes.</p> 	<p>We give people privacy. We use the toilet properly. We flush the toilet. We wash our hands before leaving the toilet.</p> 	<p>We line up quietly and safely for the bus and board one at a time. We remain seated. We cross roads safely.</p> 
<p>TEAM WORK & COLLABORATION</p> <p>“Tight Transitions – Quick, Quiet, Calm”</p>	<p>We take it in turns. We get along with others. We include others and ask them to join in. We share play areas. We encourage others.</p> 	<p>We keep together and make tight transitions.</p> 	<p>We wait for our friends outside the toilet. We use the toilet during break times.</p> 	<p>We line up quietly and wait for instructions. We pay attention to all presenters.</p> 
<p>COMMUNITY</p> <p>“Hands Off”</p>	<p>We respect other’s property and return equipment. We care for the environment. We keep our yard clean. – use the bins. We stay in bounds. We use the crossing safely. We arrive at school between 8:30 and 8:45 in the morning. We sign in if we are late.</p> 	<p>We use our walking feet. We keep off the gardens.</p> 	<p>We keep it clean.</p> 	<p>We represent Huntly Primary School with pride.</p> 
<p>RESILIENCE</p> <p>“We Challenge Ourselves”</p>	<p>We see a teacher if something or someone is unsafe. We are ‘good sports’ – no matter the outcome. We tell the truth. We ask ourselves “Is this is my problem?” We see a staff member if we are feeling unsafe.</p> 	<p>We move safely. We go directly to our destination. We walk our bikes in the school grounds.</p> 	<p>We report any problems</p> 	<p>We have a go at all activities.</p> 

Active Supervision

Move around, avoid standing in one place

Look around by **scanning** all areas near and distant

Interact with students effectively and efficiently

- Greet students – be brief
- Positively reinforce students who are following the rules
 (be explicit: “What I just saw was kind and respectful”)
- Positively correct students who are breaking the rules
 (state the rule, give choices, then put it back on the student)

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