



Arthurs Creek Primary School
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STUDENT WELLBEING, ENGAGEMENT AND INCLUSION 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.

Arthurs Creek 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.

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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

Arthurs Creek Primary School was established in 1876 and is located approximately 40 kilometres north of Melbourne. We have approximately 60 students enrolled from Foundation to Year 6 and fourteen school staff members including part time staff, such as our STEM teacher, Arts teacher, German teacher and specialist Music teacher.

Our school grounds back onto expansive farmland, and we are surrounded by a supportive community. Students that attend our school live both locally or are driven from the surrounding areas and townships. Arthurs Creek Primary School has developed close ties to the local community, and enjoys support from our local community services.

Our school has limited cultural diversity with a few families having a language background other than English (LOTE) and some student representation from the Koorie community.



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We strive to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially.

2. School values, philosophy and vision

Arthurs Creek 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 respect, integrity, responsibility and lifelong learning at every opportunity.

The vision of the school community encompasses a commitment to excellence in education for all students. This is achieved through a curriculum which integrates 21st century technologies with evidence based best practice in teaching and learning.

Our Statement of Values is available online at: <http://acps.vic.edu.au/>

3. Engagement strategies

Arthurs Creek 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:

- 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
- deliver a broad curriculum including The Arts, LOTE and STEM to ensure that students have access to subjects and programs that are based upon their interests, strengths and aspirations
- teachers at Arthurs Creek Primary School use an Early and Middle Years 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 Arthurs Creek 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 through differentiated learning 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
- planned transition opportunities to support students moving into different stages of their schooling



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- 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-led school committees, surveys and other forums. Students are also encouraged to speak with their teachers and principal whenever they have any questions or concerns
- create opportunities for cross—age connections amongst students through the Buddy Program, school committees, school plays, camps, athletics and sporting programs
- all students are welcome to self-refer to the principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
 - Respectful Relationships
 - E-Smart (including the Acceptable Use of Technology Agreement)
 - Classroom Learning Plans
 - Life Education
- opportunities for student inclusion (i.e. sports teams, recess and lunchtime activities)
- buddy support programs

Targeted

- The school will provide an educational environment that ensures all students are respected and cared for. Individual student learning needs will be catered for through a flexible learning approach that incorporates a range of different learning styles.
- Staff will apply a trauma-informed approach to working with students who have experienced trauma
- Students will demonstrate a preparedness to engage in the school's curriculum.
- The school will support students to develop resilience and cultivate strategies to give all opportunities their personal best.
- Encouraging others and working co-operatively.
- Developing a culture of support for individual learning differences within the classroom.

Individual

Arthurs Creek Primary School will support all students to access additional supports as needed to ensure the safety, wellbeing and engagement of all students. These include:

- [Student Support Groups](#)
- [Individual Learning Plan and Behaviour Support Plan](#)
- [Program for Students with Disabilities](#)
- referral to Student Support Services
- [referral to ChildFirst, Headspace](#)
- [Lookout](#)

Arthurs Creek Primary School implements a range of strategies that support and promote individual engagement. These can include:



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- *building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances*
- *meeting with students and their parent/carer to talk about how best to help the student engage with school*
- *developing an Individual Learning Plan and/or a Behaviour Support Plan*
- *considering if any environmental changes need to be made, for example changing the classroom set up*
- *referring the student to:*
 - *school-based wellbeing supports*
 - *Student Support Services*
 - *Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst*

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 Attendance Improvement Plans in collaboration with the student and their family*
- *running regular Student Support Group meetings for all students:*
 - *with a disability*
 - *in Out of Home Care*
 - *and with other complex needs that require ongoing support and monitoring.*

4. Identifying students in need of support

Arthurs Creek Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The whole staff play a significant role in developing and implementing strategies that help identify students in need of support and enhance student wellbeing. Arthurs Creek Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers

5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect



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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 the Principal.

6. Student behavioural expectations

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values. Student bullying behaviour will be responded to consistently with Arthurs Creek Primary School's Bullying policy.

The school will support and promote positive behaviour. This is reinforced by the statement;
At Arthurs Creek Primary School we want you to be friendly, we want you to learn and we want you to have fun.

With student wellbeing at the centre of school operations, appropriate behaviours will be modelled and reinforced consistently throughout the school by:

- The implementation of the school's Values Statement which encompasses shared collegiate understanding
- Targeted teaching of the school values and subsequent recognition using our values behavioural matrix
- Day to day modelling of desirable behaviours by the whole school community
- Development and implementation of behaviour management strategies that reflect the school's values
- High expectations of appropriate behaviour
- Student engagement, regular attendance and positive behaviours are supported most effectively through relationship-based whole-school and classroom practices.

At Arthurs Creek Primary School we:

- Establish equitable, democratic processes in classrooms and school environment.
- Ensure student participation in the development of classroom and whole-school expectations.
- Provide personalised learning programs.



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- Consistently acknowledge all students.
- Empower students by creating opportunities for them to take responsibility and be involved in decision-making.
- Provide physical environments conducive to positive behaviours and effective engagement in learning.
- Implement school-wide positive and educative behaviour support strategies.

Inappropriate behaviours, including irregular attendance, are responded to through a staged response with a focus on prevention and early intervention, including:

- Understanding the student.
- Ensuring a clear understanding of expectations by both students and teachers.
- Providing consistent school and classroom environments.
- Scaffolding the student's learning program.

Broader support strategies include:

- Involving and supporting the parents/carers
- Convening student support group meetings
- Developing individualised flexible learning, behaviour or attendance plans
- Involving community support agencies

A student should only be excluded from school in situations where all other measures have been implemented without success or where an immediate suspension is the only course of action in response to the student's behaviour.

When a student acts in breach of the behaviour standards of our school community, Arthurs Creek 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 to another class for a period of time
- withdrawal of privileges- extra curricula activities
- referral to the Principal
- restorative practices
- detentions
- behaviour reviews
- other reasonable and proportionate responses to misbehaviour
- suspension
- expulsion



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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.asp>
x

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

7. Engaging with families

Arthurs Creek 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
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with home learning tasks 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

Arthurs Creek 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
- SOCS

RESOURCES

- CHILD SAFE POLICY
- BULLYING PREVENTION
- DUTY OF CARE

REVIEW CYCLE

This policy will be reviewed as part of the two year policy review cycle, in line with DET policy and directives.



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