

Marong Primary School



STUDENT WELFARE & ENGAGEMENT POLICY

Student Engagement and Inclusion Guidance

April 2017

Principal: Russell Jeffrey

School Council President: Greg Toomey

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Rationale:

Marong Primary School is committed to providing a safe, secure and stimulating learning environment for all students. Students can reach their full educational potential only when they are happy, healthy and safe, and when there is a positive school culture to engage and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are inextricably linked.

Each teacher is a vital source of support and a determinant in the success of their students. The teachers at Marong Primary School will work collectively to ensure that students feel valued and cared for and can effectively engage with their learning. Our school recognises the need to be engaging and inclusive, recognising and responding to the diverse needs of our students, accommodating different learning styles and rates of learning and intervening early to identify and respond to individual student needs.

Our school strives to be a learning community where students and teachers can relate well to each other, and where different ideas and viewpoints are valued and respected.

In any given class a range of student ability exists, in some cases spanning five years. Within this diversity, our school aims to challenge all students to become optimistic, resilient, creative and critical thinkers. We seek to promote our school values of caring, community, inclusion, personal best and respect throughout the curriculum, in co-curricular activities, and in our daily operations.

Aims:

The school will focus on establishing positive and respectful relationships, particularly between teachers and students, and establishing a learning community that provides multiple and diverse opportunities for students to experience success.

The school will collaboratively develop and implement a fair and respectful whole-school behaviour management approach.

The school will 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.

The school will promote active student participation and provide students with a sense of ownership of their environment.

The school will support families to engage in their child's learning and build their capacity as active learners.

The school will establish social/emotional and educational support for vulnerable students and monitor and evaluate progress.

The school will have processes in place to identify and respond to individual students who require additional assistance and support.

Implementation:

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

- accommodating different learning styles 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.

To improve educational outcomes for students with special needs, the following key strategies are in place:

- providing parents/carers with a learning program that best suits their child's needs
- involving students and parents in programming and planning decisions
- ensuring the expertise of teachers working in our school is maintained and developed

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

The key focus will be on prevention and early intervention strategies that:

- define and teach school-wide and classroom expectations
- establish consistent school-wide and classroom consequences for problem behaviour
- establish school-wide and classroom processes for early identification of students experiencing academic and/ or behaviour difficulty
- provide school-wide and classroom processes for ongoing collection and use of data for decision-making
- provide a physical environment conducive to positive behaviours and effective engagement in learning
- utilise evidence-based interventions, monitored regularly for those students who face difficulty with learning and/or behaviour

Involvement in our school by parents and carers helps children achieve the best possible learning outcomes. Parents and carers will be provided with the opportunity to participate in school life, both formally and informally, through school council, the Parents Club, volunteering and staying up to date with news about what is happening in education via our newsletter, website, Facebook and Twitter accounts.

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 create successful partnerships with parents/carers and families by:

- ensuring all parents/carers are aware of the school's Student Welfare Policy
- conducting effective school-to-home and home-to-school communications

- providing volunteer opportunities to enable parents/carers and students to contribute
- involving families with homework and other curriculum-related activities
- involving families as participants in school decision-making
- providing opportunities to enhance parenting knowledge and skills

Implementing preventative and early intervention strategies to support positive behaviours is a key part of the Student Welfare Policy at our school. Prevention and early intervention strategies the school will deploy include:

- defining and teaching school-wide and classroom expectations
- establishing consistent school-wide and classroom consequences for problem behaviour
- establishing school-wide and classroom processes for early identification of students experiencing academic and/ or behaviour difficulty
- providing school-wide and classroom processes for the ongoing collection and use of data for decision-making
- providing a physical environment conducive to positive behaviours and effective engagement in learning
- utilise evidence-based interventions, monitored regularly for those students who face difficulty with learning and/or behaviour

The 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

The school will use coordinated early intervention and prevention strategies to identify and respond to individual students who require additional assistance and support. The school will provide the following support structures:

- monitoring of, and responding to, protracted student absences
- protocol for mandatory reporting
- Student Support Group's for children in need

Longitudinal data will be collected regarding frequency and types of welfare issues, so as to measure the success or otherwise of school-based strategies and approaches.

Some sources of data are:

- the Attitudes to School Survey data
- parent survey data
- data from case management work with students

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
- relevant DEECD support staff
- C.A.S.A. [Centre Against Sexual Assault]

4. Code of Conduct Brochure

A Code of Conduct Brochure is available for all families detailing the 3 levels of action pertaining to a student breach of conduct and the relevant processes that will apply.

In accordance with DET policy: Under no circumstances will Corporal Punishment be administered to any child at Marong Primary School

5. Links and Appendices (including processes related to this policy)

Appendix A: Student Management Policy and Processes

Key Link connected with this policy is: [DEECD - Child Health and Wellbeing](#)

5. Evaluation

This policy will be reviewed every 3 years or more often if necessary due to changes in regulations or circumstances.

Appendix A:

School

Student Management Policy & Processes

1. Whole-School Prevention Statement

Marong Primary School actively seeks to engage with parents and the community to ensure a positive and inclusive school culture in which every student has the opportunity to succeed. Our school works collaboratively with students and parents/ carers to establish fair and respectful behaviour policies and practices, based on the school's values, expected social competencies and positive peer relationships. There are also intervention strategies in place to address inappropriate behaviours which can negatively impact on the learning environment of the self and others.

Our school appreciates its diverse student and parent population, and has measures in place to ensure all students enjoy the same level of access to the school's curriculum and co-curricular programs. Our Program for Students with a Disability, our Autism Spectrum Disorder Program, and our Program for Out of Home Care Students provides vital assistance and support to students in and out of the classroom. Student leadership capacity is fostered through the Student School Council and other leadership opportunities.

Student wellbeing (social, emotional and cognitive engagement) is addressed in a number of ways. At risk students are supported by our Wellbeing Team which includes the DEECD Psychologist and School Welfare Officer.

When relationships break down between members of the school community, we use "Restorative Practices" to restore and rebuild these. Staged responses are implemented in addressing ongoing behavioural issues, and suspension from school is viewed as a last resort.

The school places an emphasis on 100% attendance, and has in place attendance targets. Attendance is monitored throughout the day, and student absences are followed up by Grade Teachers. Attendance conferences are an important mechanism through which teachers and parents can work together to combat absenteeism.

Our school values parent / carer input into its operations and curriculum offerings and seeks feedback through the Parent Opinion survey, and from parent representatives on School Council.

2. Rights and Responsibilities:

It is the right of all members of the school community to experience a safe, pleasant and supportive learning and teaching environment. Staff, students and parents/ carers have a right to be treated with respect, and enjoy an environment free from bullying (including cyber bullying), harassment, violence, discrimination or intimidation.

Teachers also have the rights to be informed, within Privacy requirements, about matters relating to students that may impact on their teaching and learning for that student.

Students have a responsibility to contribute positively to the educational experience for themselves and other students, to participate fully in the school's educational program, and to ensure that their behaviours demonstrate respect for themselves, their peers, their teachers and all other members of the school community.

Parents/ carers have a responsibility to take an active interest in their child's educational progress, model and reinforce positive behaviours and ensure their child's regular attendance. They have a responsibility to support the school in maintaining a safe and respectful learning environment for all students, and engage in regular and constructive communication with school staff regarding their child's learning.

Teachers have a responsibility to demonstrate the standards set by the Victorian Institute of Teaching. That is, to know how students learn and how to teach them effectively, know the content they teach, know their students, plan and assess for effective learning, create and maintain safe and challenging learning environments, and use a range of strategies to engage students in effective learning. Teachers also have a responsibility to fairly; reasonably and consistently implement the Student Engagement Policy and Behaviour Policy.

All members have an obligation to ensure school property is appropriately used and maintained.

3. Shared expectations:

	Students	Parents/Carers	Principals/Teachers & Staff
Engagement (participation in the classroom and other school activities)	Demonstrate <ul style="list-style-type: none">• preparedness to engage in and take full advantage of the school program• effort to do their very best• self-discipline to ensure a	<ul style="list-style-type: none">• Promote positive outcomes by valuing the importance of education and liaising with the school on their child's progress/needs• Support their child in their preparedness for the school day	<ul style="list-style-type: none">• The school will comply with its duty of care obligations and have a responsibility to provide an educational environment that can effectively engage all students

	<p>cooperative learning environment and model the school values</p> <ul style="list-style-type: none"> • team work 	<p>and in the provision of a supportive home environment</p> <ul style="list-style-type: none"> • Monitor their child's school involvement and progress and communicate with the school when necessary • Are informed and supportive of school programs and actively participate in school events/parent groups 	<ul style="list-style-type: none"> • The school will provide appropriate, relevant and challenging curriculum that gives students to experience success
Attendance	<p>All students are expected to:</p> <ul style="list-style-type: none"> • attend and be punctual every day • be prepared to participate fully in lessons • bring a note from their parents / carers explaining an absence / lateness 	<p>Parents/Carers are expected to:</p> <ul style="list-style-type: none"> • ensure that enrolment details are correct • ensure their child attends regularly • advise the school as soon as possible when a child is absent • account for all student absences 	<p>In accordance with DEECD procedures the school will:</p> <ul style="list-style-type: none"> • proactively promote regular attendance • mark rolls accurately each lesson and follow up on absences • Identify trends via data analysis • report attendance data in the school's Annual Report • support students whose attendance is problematic by developing 'Return to School' plans and working with families to implement individual strategies
Behaviour	<p>Students are expected to:</p> <ul style="list-style-type: none"> • take responsibility for their learning and have high expectations that they can learn • take responsibility for their behaviour and its impact on others 	<p>Parents/Carers are expected to:</p> <ul style="list-style-type: none"> • have high expectations of their child's behaviour and an understanding of the schools behavioural expectations • communicate with the school in regards to their child's circumstances 	<p>The school will deliver an inclusive and comprehensive curriculum which promotes positive behaviours and emphasises the well-being of every child.</p> <p>The school will employ whole school and classroom practices to establish a climate in</p>

	<ul style="list-style-type: none"> • model the schools core values of caring, community, inclusion, personal best and inclusion 	<ul style="list-style-type: none"> • cooperate with the school by assisting in the development and enforcement of strategies to address individual needs 	<p>which appropriate behaviour is the norm for all students and focus on the implementation of preventative and early intervention strategies to deal with attendance and behavioural issues</p> <p>The school will consistently apply its behaviour expectations through a shared collegiate understanding and only exclude students in extreme circumstances.</p> <p>The school recognises that for some students additional support may be needed in the form of staged responses and is committed to working with families to reintegrate students after exclusion</p>
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5. School Action and Consequences

[Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the School under any circumstances.](#)

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-school classroom practices, including targeted and individualised support when required. Whole school practices include:

- Establishing predictable, fair and democratic classrooms and school environments
- Ensuring student participation in the development of classroom and whole school expectations
- Providing personalised learning programs where appropriate for individual students
- Consistently acknowledging all students
- Providing physical environments conducive to positive behaviours and effective engagement in learning

Inappropriate behaviours, including irregular attendance, will be supported through a staged response, including:

- Understanding the student's background and needs
- Ensuring a clear understanding of expectations by both students and teachers
- Providing consistent school and classroom environments
- Scaffolding the student's learning program
- Engaging in "Restorative Practices"

Broader support strategies will include:

- Involving and supporting the parent/carer
- Convening student support group meetings
- Developing individualised learning, behaviour or attendance plans
- Contact with the Regional Office

Discipline Procedures – suspension and expulsion

A student may be excluded from school in situations where all other measures have been implemented without success, or where an immediate suspension is the only appropriate course of action in response to the student's behaviour which may put the health, safety and well-being of other students, staff or themselves at significant risk.

Consequences which may be used prior to suspension include:

- Withdrawal of privileges
- Use of behaviour and attendance sheets to monitor behaviour
- Withdrawal from class activities for a specified period. Where appropriate, parents/carers will be informed of such withdrawals
- Detention: teachers may require a student to complete school work or additional work or duties at recess or lunch break, or afterschool. No more than half the break time may be given to detention and afterschool detentions will not exceed forty-five minutes. Parents will be informed at least the day prior to the detention and in family circumstances where this would create undue hardship, the school may negotiate an alternative disciplinary measure with parents/carers.
- Convening of a school support group.

When considering suspension or expulsion, Marong Primary School follows the Department of Early Childhood and Development's procedures.

Appendix B:

Marong Primary School

Managing Student Behaviour

Effective schools are engaging schools which create a positive school culture. The primary focus is to provide a safe and supportive learning environment. Students can only learn effectively in environments in which they feel safe and supported, and where teachers have high expectations for their learning. Well run and democratic classrooms are central to the establishment of safe school environments.

Behaviour unchallenged is behaviour condoned

Responsibilities of the Classroom Teacher:

- Involve and engage all students, set high expectations, seek feedback from students and “give out two messages to every child –‘you can succeed’ and ‘I will help you do that’.
- Become practised in using restorative practices.
- When breaches of behaviour expectations occur, classroom teachers must follow protocol.
- *In extreme circumstances the threat is to be referred immediately to the Principal Class.*

Promotion of Positive Behaviours:

- Establish consistent school wide and classroom expectations, and classroom consequences for problem behaviour, involving the reinforcement of positive social behaviours and the use of restorative practices to improve student behaviour management outcomes. Assist individual teachers in implementing positive behaviour support and restorative practices.
- Document incidents relating to the management of student behaviours to inform decision making. When concerns arise about a student’s on -going behaviour or when a student is displaying chronic patters of problem behaviour, implement a targeted response to address the problem.

Attendance:

- Articulate high expectations of attendance to all members of the school community
- Follow up absences on a daily basis and keep all staff, the Office Administration and Principal informed on student management issues.

Responsibilities of the Principal

The Principal is responsible for:

- developing, implementing and evaluating the school's Student Engagement Policy Guidelines
- developing prevention and early intervention programs and strategies that contribute to a positive school culture.
- develop a whole school approach to student attendance and to participate in attendance conferences with sub school managers.
- To promote and assist all teachers in the use of restorative practices.
- Induct new staff on the School's Student Engagement guidelines.
- Supporting both classroom teachers in the overall management of student behaviours.
- Monitoring the attendance strategy and behaviour expectations.
- Ensuring the *Procedures for Suspension* are adhered to.

The Principal is also responsible for student expulsions, and to ensure the Procedures for Expulsion are adhered to.

School Action and Consequences

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-school classroom practices, including targeted and individualised support when required. Whole school practices include:

- Establishing predictable, fair and democratic classrooms and school environments
- Ensuring student participation in the development of classroom and whole school expectations
- Providing personalised learning programs where appropriate for individual students
- Consistently acknowledging all students
- Empowering students by creating multiple opportunities to take responsibility and be involved in decision –making
- Providing physical environments conducive to positive behaviours and effective engagement in learning

Inappropriate behaviours, including irregular attendance, will be supported through a staged response, including:

- Understanding the student’s background and needs
- Ensuring a clear understanding of expectations by both students and teachers
- Providing consistent school and classroom environments
- Scaffolding the student’s learning program
- Engaging in “Restorative Practices”

Broader support strategies will include:

- Involving and supporting the parent/carer
- Mentoring and /or counselling
- Convening student support group meetings
- Developing individualised learning, behaviour or attendance plans
- Providing broader educational programs (camps, excursions, incursions)
- Involving community support agencies
- Contact with the Regional Office

Rules	Classroom Teacher Responsibility	Principal
<p>Overall behaviour</p> <ul style="list-style-type: none"> • Students must obey all reasonable requests of staff. • Students must never physically or verbally abuse others. • Students must always treat others with 	<p><i>Follow the “5 Steps to Classroom Control”:</i></p> <ol style="list-style-type: none"> 1. <i>Remain calm</i> 2. <i>Warn with rights based warning “Your behaviour is disturbing others, please stop”.</i> 3. <i>Reassert “I understand and we can discuss this later. Right now please...”</i> 4. <i>Give choice “You have</i> 	<p><i>Implement a staged response:</i></p> <ul style="list-style-type: none"> • <i>Speak with the student prior to actioning</i> • <i>Teacher to ring and inform parent of misbehaviour .</i> • <i>Behaviour sheet</i> • <i>Attendance sheet</i> • <i>Restorative chat with affected parties</i>

<p>respect.</p> <ul style="list-style-type: none"> • Students must respect the rights of others to learn. No student has the right to impact on the learning of others. • Students must respect the property of others. • Students must bring correct equipment to all classes • Students must work to the best of their ability. 	<p><i>a choice. If you will not comply you will have to meet with me at lunchtime, afterschool etc</i></p> <p>5. <i>Follow through with graded consequences:</i></p> <ol style="list-style-type: none"> <i>Move student to another seat / isolated area of the classroom</i> <i>Seat student outside of classroom on chair for 10 minutes with a task and organise for conference after class(restorative chat)</i> <i>Remove to another classroom for time out</i> <i>Organise conference/restorative chat to include Principal</i> <p><i>Continued misbehaviour warrants:</i></p> <ol style="list-style-type: none"> <i>Incident Report to Principal</i> <i>Contact with parent after consultation with Principal</i> 	<ul style="list-style-type: none"> • <i>Behaviour Plans</i> • <i>Student Contract</i> • <i>Parent contact</i> • <i>Student support conference</i> • <i>Recommendation to externally suspend.</i>
<p>Attendance and punctuality</p> <ul style="list-style-type: none"> • Students must be on time to all classes • Students who are late to period one must report to the general office to get a late pass. • Students who leave school early must have a note 	<p><i>Adjust entry on eCASES to Late</i></p> <p><i>Speak to student about lateness. Report to Principal if on-going.</i></p>	<p><i>Speak to student about lateness issues.</i></p> <p><i>On going lateness: organise for parent conference to resolve issue.</i></p>

<p>from home signed by their sub school manager prior to signing out at the office.</p> <ul style="list-style-type: none"> • Students absent from school must ensure that a signed note or medical certificate is presented immediately upon returning to school. (see attendance policy) • Notification from home must accompany all absences. • Students must not leave the school grounds without permission. 	<p><i>Report to admin</i></p>	<p><i>Follow through with student and /or parent/guardian/carer</i></p>
<p>Uniform</p> <ul style="list-style-type: none"> • Students must adhere to the school uniform requirements. This includes extremes in personal appearance. 	<p><i>Speak to student. Report extremes in appearance to Principal.</i></p>	<p><i>Speak to student, contact parents if necessary.</i></p>
<p>Health and Safety</p> <ul style="list-style-type: none"> • Students must not bully, intimidate, exclude or harass others. This includes any verbal, Cyberbullying, physical or sexual conduct which is uninvited, 	<p><i>Challenge behaviours and make a report to Principal</i></p>	<p><i>Contact parents and involve School Welfare Officer. Refer to Anti- Bullying and Cyber – Bullying Policies and Guidelines Consequences may include apology, anti bullying contract, student task related to anti bullying/cyber bullying, presentation of task to class, referral to</i></p>

<p>unwelcome or offensive to a person(see harassment/anti bullying policy).</p> <ul style="list-style-type: none"> • Electronic devices must not be used without permission. • Students must not use prohibited substances. • Students must move around the school in an orderly fashion. All members of the school are required to promote a safe and healthy environment. • In the interest of hygiene students must not spit. • It is compulsory for all students to wear appropriate footwear at all times. 	<p><i>Confiscate ipod or mobile phone and take to General office</i></p> <p><i>Report to Principal</i></p> <p><i>Challenge behaviours around rights and responsibilities and impose consequence e.g. clean up duties. Refer ongoing misbehaviour to Principal</i></p> <p><i>Report to Principal</i></p>	<p><i>intervention program and/or counselling.</i></p> <p><i>Some cases may warrant immediate suspension.</i></p> <p><i>Student removed from classroom and parent contacted to collect students. Immediate suspension.</i></p> <p><i>Challenge behaviours around rights and responsibilities and impose consequence e.g. clean up duties.</i></p>
<p>Property and security</p> <ul style="list-style-type: none"> • Students are to respect all school property. • Students must not enter staff room, offices or lifts unless 	<p><i>Challenge behaviours around rights and responsibilities and impose consequence e.g. clean up, time on step.</i></p>	<p><i>Challenge behaviours around rights and responsibilities and impose consequence e.g. clean up duties, time on step.</i></p>

<p>supervised.</p> <ul style="list-style-type: none"> • Students must bin all rubbish • Students must not have the following at school: Liquid paper, chewing gum, medium felt pens. • Students must return borrowed school material on time. • Students must leave school bags in lockers. • Classrooms must be left neat and tidy • If a student is suspected of engaging in graffiti 	<p><i>Gum: scrape gum from tables</i></p> <p><i>For repeated offences, referral to Principal</i></p> <p><i>Confiscate the bag.</i></p> <p><i>Organise for students to remain behind and tidy the room or area.</i></p> <p><i>Retain any evidence of tag and report to Principal</i></p>	<p><i>Parent notified. Community service. Parent may be required to meet costs. If extensive and persistent, parent meeting to review enrolment.</i></p>
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Appendix C:

School

The Learning Environment: Rights and Responsibilities

The school is a workplace. As soon as you enter into the building you must demonstrate appropriate behaviours:

- Only ever walk through the school. Running is not part of any workplace
- Keep noise to a minimum
- Do not enter other classroom or teaching spaces
- iPods and mobile phones are not to be used. They must remain switched off.
- There is to be no graffiti

In the classrooms:

1. You and the teacher have the right to do as much work as possible, therefore:
 - Punctuality - You need to be on time
 - Come equipped - You must bring all the necessary equipment to class
 - Attention – you need to listen when others are speaking
 - Effort – you should attempt to do all work
2. You and the teacher have the right to feel comfortable and safe in the classroom, therefore:
 - You should pass all objects by hand
 - You need to speak to others politely
 - You should keep your hands to yourself
 - You should not help yourself to other students' belongings

If you fail to respect the classroom environment then your teacher may implement the following actions:

- Change your seating position in the classroom
- Direct you to work away from the classroom
- Direct you to work from another teacher's class for the duration of the lesson
- Detention
- Referral to the Principal
- In extreme circumstances your teacher may ask you to leave the classroom and report to Administration without implementing any of the above steps. The matter will be followed through by all parties. Contact with your parents may be necessary.

I have read the document and understand my responsibilities and rights as a member of Marong Primary School.

Name _____

Teacher _____

Date _____

Signature _____

This document is to be placed in your Diary

Key Reference

Effective Schools are Engaging Schools - Student Engagement Policy Guidelines	DEECD - Child Health and Wellbeing
Charter of Human Rights	http://www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/