

STUDENT WELLBEING AND ENGAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Concord School on 9467 3972.

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.

Concord 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.

SCHOOL PROFILE

Concord School is a prep to year 12 specialist school for students with additional learning needs. It provides a safe and supportive learning environment where students are expected to achieve and their successes are acknowledged and celebrated.

The Concord School community is committed to the provision of a safe, stimulating and engaging learning environment. Student wellbeing is of primary concern. Our goal is to ensure that students attend school regularly, participate in engaging programs and are encouraged to adopt positive behaviours. Corporal punishment is prohibited at Concord School.

The Concord School community is diverse and this diversity is valued. People of all cultures, religions and abilities are respected and encouraged to participate, to their fullest capacity, as students, parents/carers, staff members and volunteers, in the daily life of the school. Every person in our community has special talents and knowledge to share with others and we welcome the contributions of every person.

GUIDELINES

This policy is written in accordance with the Child Protection Reporting Policy and *Education and Training Reform Act, Child Safe Standards, Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870*. As emphasised in the schools' *Child Safety Policy*, Concord School is committed to child safety and has a zero tolerance of child abuse.

STUDENT ENGAGEMENT STATEMENT

- The Concord School values are Inclusion, Cooperation, Respect, Honesty and Personal Best. All members of the school community are encouraged to act in accordance with the school motto "to be the best I can be."
- The Concord School vision encompasses a commitment to achieving excellence in education for students with additional learning needs. This is achieved through a curriculum which integrates learning technologies with best practice in teaching and learning.

- The Concord School educational philosophy is that all students can learn and that students with additional learning needs have the right to an equal opportunity education.

SCHOOL VALUES FOR STUDENTS

VALUE	THIS MEANS	THIS IS SHOWN WHEN I...
Personal Best	To try as hard as you can.	<ul style="list-style-type: none"> • give it a go • try to be confident • try to do my best • don't say it's too hard and persist • am organised • can do things for myself • work when the teacher tells me • am not afraid to make mistakes • am being myself • feel good about what I am doing • join in
Honesty	Telling the truth and doing the right thing	<ul style="list-style-type: none"> • tell the truth • return something that I have found that is not mine • admit to making a mistake • say sorry when I have done something wrong • do the right thing • accept responsibility for my actions • honestly say what I am thinking • look someone in the eye when I talk to them • ask if I can use someone else's property
Inclusion	Being respected and appreciated as valuable members of the school	<ul style="list-style-type: none"> • welcome new students into the school • show others I care about them • ask another student how they are • ask others to join your team or game • 'stand up' for others • ask to Are You OK to someone who looks sad or lonely • am a friend to some who may not have many friends • help others when they need it
Respect	Being nice, polite, caring, kind and fair	<ul style="list-style-type: none"> • am being polite and using good manners • listen to others • get along with others • tell the truth • am nice to others • play fairly
Cooperation	Helping, sharing and understanding one another and working in groups	<ul style="list-style-type: none"> • get along with others • behave at all times • listen to the teacher and my friends • help a person in need • encourage others to do their best • take turns • share with others • help my friends and others with their work • follow the rules in a game • stop and listen to others ideas

The following programs, staff and policies support student engagement, encourage attendance, promote positive (pro-social) behaviour, as well as address student wellbeing at Concord School:

PROGRAMS

- School Wide Positive Support Program
- Anti-bullying
- Classroom and extension camps
- Drug education
- LGBTQIA group
- Koorie Club
- Excursions, incursions and special events
- MPower Girls
- Social Competencies programs
- Peer mentor/buddy programs
- Restorative Practice
- School values education
- Student behaviour management/at risk individualised plans
- Student Leadership – SRC
- Student Voice
- Supported play
- Active After School Care

STAFF

- Assistant Principal – Student Wellbeing and Engagement
- Leading Teachers – Student Wellbeing and Engagement
- Student Wellbeing and Engagement Coordinator
- DET psychologists
- Social Competencies teachers
- Para-professionals in Speech and Occupational Therapy
- Counsellors
- Mental Health Practitioner
- Team Leaders
- Generalist teaching staff

POLICIES

- Photographing, Filming and Recording Students
- Health Care Needs
- Privacy
- First Aid (including arrangements for ill students)
- Duty Of Care
- Sunsmart
- Bullying Prevention
- Statement Of Values And School Philosophy
- Anaphylaxis
- Medication
- Yard Duty And Supervision
- Attendance
- Mobile Phones
- Inclusion And Diversity (includes Equal Opportunity & Discrimination and Harassment)
- Facebook

- Asthma
- Food
- Acceptable Use Agreement ICT
- Child Safety Responding and Reporting Policy and Procedures
- Child Safe Standards policy or commitment and code of conduct

RIGHTS AND RESPONSIBILITIES

Every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity.

PARTICIPATION

Concord School staff respect the right of each student to participate in all aspects of school life. Participation is only restricted if and when a student's behaviour infringes on the rights of others and/or places a student at risk. Withdrawal from programs and or the provision of a limited timetable will be negotiated with students' parents/carers as part of a staged response to managing student behaviour and/or wellbeing.

HARASSMENT AND VICTIMISATION

All members of the school community have a right to feel safe, be treated with respect and given every opportunity to play and work without interference. All members of the Concord School community, including students, are expected to treat others in the manner in which they would like to be treated. Everyone is encouraged to respect individuality, diversity, differences of opinion, rules and rights of others.

STUDENT SUPPORT SERVICES

Behaviour management practices and social competency programs within each section of the school are aligned with Concord School's philosophy that the key to effective student management is in balancing corrective action with frequent positive reinforcement of commendable and appropriate behaviour. Cooperative home/school partnerships assist the school to achieve positive outcomes with students. Students who are at risk will be referred, via the relevant documented protocols, to specialist staff within the school, or to outside agencies, for support.

Concord School:

- quickly identifies issues of concern and communicates these to parents/carers
- is focussed on prevention and early intervention
- teaches children pro-social behaviours
- articulates expectations regarding acceptable classroom and yard behaviours
- enforces fair and reasonable consequences for inappropriate behaviours which are directly linked to the nature of the behaviour (for example, time off the yard for rough play)

EXPECTATIONS

The Concord School Principal, teachers, wellbeing and education support staff are expected to:

- teach and role model the school values
- treat all members of the school community including students, parents/carers, colleagues, para-professionals, volunteers and visitors/contractors with respect
- adopt inclusive teaching practices
- ensure accessible educational provision for all students
- conduct honest and open communications with parent/carers
- work in partnerships and liaise with parents/carers
- work with students and their families to help ensure full attendance at school
- develop community partnerships to support students
- provide student services and/or refer students to appropriate outside agencies for support
- develop and provide appropriate, relevant and challenging curriculum that gives students the opportunity to experience success in their learning

- address and celebrate diversity
- **Understand that Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the School under any circumstances.**

Concord School students are expected to:

- **Be Responsible:** Take responsibility for and reflect upon their own learning. As students' progress through the school they will be actively supported and encouraged by teachers to manage their own learning and growth.
- **Be Safe:** Display positive behaviours that help ensure their own safety as well as the safety of their peers, their teachers and all other members of the school community.
- **Be Respectful.** Respect the rights of others, including the right of others to learn, in order to contribute to an engaging educational experience for themselves and other students.
- **Be a Learner.** Learn positive behaviours which contribute to the educational, social, emotional and physical development of themselves and those around them – students will be actively supported by staff to achieve this goal. Participate fully in the school's educational program and to attend school regularly.

Concord School parents/carers are expected to:

- promote positive educational outcomes for their child by taking an active interest in their child's educational progress
- cooperate with the school, which includes participating in regular, constructive communication with school staff regarding their child's learning and wellbeing
- display respectful behaviours toward Concord School staff
- respect the rights of others in the school community, including school staff
- speak respectfully about school staff in their child's presence
- actively support their child's engagement in the school environment
- support the school in maintaining a safe and respectful learning environment for all students
- support their child by ensuring regular attendance, modelling positive behaviours and assisting their child with their school work

SCHOOL ACTIONS AND CONSEQUENCES

- Student engagement, regular attendance and appropriate behaviour are encouraged through the implementation of whole-school strategies supported by targeted and individualised support when required.
- Actions and consequences are incremental (a staged response) and will be applied fairly and consistently.
- Positive consequences as well as negative consequences are part of the Concord School's approach to supporting student engagement.
- Actions and consequences have an educational role and aim to foster positive relationships as well as retain the dignity of the student.
- Actions and consequences that isolate a student from learning will be avoided wherever possible.

The following whole school and classroom practices articulate Concord School's philosophy actions and consequences.

- Predictable, fair and democratic classroom and school environments.
- Student participation in the development of classroom expectations regarding student behaviour.
- Personalised (individualised) student learning programs documented in student learning plans.
- Acknowledgement of students via:
 - classroom positive behaviour reinforcement programs
 - Student of the Week awards

- fortnightly Principal's awards (end of year celebratory lunch for recipients)
- end of term classroom, section and whole school celebrations
- newsletter articles highlighting student achievements within and outside school
- annual graduation/presentation ceremonies
- A commitment to de-escalating situations in which students are displaying inappropriate behaviours.
- Providing a physical environment that is clean, stimulating and conducive to positive behaviours as well as effective engagement in learning.
- School wide positive behaviour and educative behaviour support strategies

DISCIPLINE PROCEDURES – EXTERNAL SUSPENSION AND/OR EXPULSION

Inappropriate behaviours, including irregular attendance, will be responded to through a staged response including early intervention/prevention and disciplinary consequences.

Prevention and early intervention may include:

- understanding individual student needs
- providing clear expectations of students
- providing consistent school and classroom environments
- scaffolding student learning programs
- providing individualised positive reinforcement programs
- frequent communications between teachers and parents/carers via the telephone or Compass
- developing behaviour management plans for individual students
- providing broader education programs, for example experiential learning, work education, camps/outdoor education and/or creative arts
- individualised, flexible learning programs or attendance schedules
- participation in '*Restorative Practices*' processes

Consequences following student failure to comply with the school rules/classroom and/or yard expectations regarding behaviour may include:

- a verbal warning
- specialised seating plans within classrooms
- time away from the class to provide the students with reflection and/or calm down time
- making up work time during play time
- isolation within the playing area
- referral to the Team Leader and/or Assistant Principal
- parent/carer contact initiated by the Team Leader or Assistant Principal
- supported play and/or participation in special programs during break time
- referral to a student wellbeing team member and/or outside (community) agency/support service
- convening a Student Support Group Meeting
- student counselling or participation in individualised/special group programs
- internal suspension – suspension at school supervised by school staff
- modified timetable which may involve negotiating part time attendance at school with parents/carers
- external suspension - the maximum duration of an external suspension is 5 days
- expulsion – last resort

All Concord School suspension and expulsion procedures are in line with the Department of Education and Training guidelines. Students will only 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; for example, following an assault upon a student or teacher, or where another student's safety or wellbeing is compromised.

COMMUNICATION

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

- Available publicly on our school's
- Included in staff induction processes
- 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 Department of Education and Training policies are relevant to this Student Engagement and Wellbeing Policy:

- [Attendance](#)
- [Student Engagement](#)
- [Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care](#)
- [Students with Disability](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)
- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

The following school policies are also relevant to this Student Wellbeing and Engagement Policy:

- Child Safety Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	School Council: 25 th July, 2022 SRC: 26 th July, 2022 Newsletter & Website: 4 th August, 2022
Approved by	Principal
Next scheduled review date	July 2024