



GREY STREET
PRIMARY SCHOOL
TRARALGON

Grey Street Primary School Policy

<h2>Student Wellbeing & Engagement</h2>	School Council Consultation:	November 2018
	Next Review:	November 2020

Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

At Grey Street that means that we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff, students and members of the school community.

At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.

Purpose

The purpose of this policy is to ensure that all students and members of the Grey Street Primary 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.

Grey Street is committed to “Working Together” to develop a learning environment that is friendly, safe and supportive for our students, teachers and parents. 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. Therefore we are inclusive of all families and consider the diverse backgrounds of our students to be enriching for all.

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 which are Respect for Self, Respect for Others, Respect for Learning and Respect for the Environment (see the schools Statement of Values and School Philosophy.)

Scope

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



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POLICY

1. School profile

Grey Street Primary School is situated in the CBD of Traralgon, the Latrobe Valley's largest town, and is located 160kms South-East of Melbourne. It was established in 1912 and holds a long tradition of excellence in education. Grey Street attracts students from a wide geographic zone. Current enrolment is 569, with 23 classrooms and 4 specialist areas. ICT is a well-developed area with smart TV's and computers in every classroom. Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

The school community at Grey St uphold the values of respect for self, respect for others, respect for learning and respect for the planet. This is encapsulated in a firm belief that at Grey Street we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff and students. At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.

Our vision is 'Working Together' and our ethos for learning is that we are a Professional Learning Community and all teachers work together in collaborative teams. At Grey Street we all own all of our students. We also work closely with students so that they own their own learning through the development of student agency, proficiency scales and culminating in student led conferences. Our wellbeing approach goes hand in hand with our teaching and learning processes so that we support the development of the whole child. We have a community approach with teams of people working together to ensure all students are supported in their learning journey.

2. School values, philosophy and vision

Our aim at Grey Street Primary School is to empower learners for individual excellence, community contribution and global understanding. Therefore we value respect for self, others, learning and the planet. These four pillars of Respect, students, teachers and members of our school community are empowered to reach their personal best. As a school we strive to fully equip them to contribute positively to society as happy, healthy young adults. See Statement of Values and School Philosophy for further information.



3. Engagement Strategies

Grey Street 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.

Through the four pillars of Respect - Self, Others, Learning and Planet - opportunities are provided for students to develop skills and be supported in their learning, including:

Universal

- High and consistent expectations of all staff, students and parents and carers.
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing
- creating a culture that is inclusive, engaging and supportive
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- teachers at Grey Street Primary School use an 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 Grey Street Primary School adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching
- 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
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents through 'Respect in Action', 'Star of the Week' and 'Kindness' awards
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- Identification of students of concern through the use of data and the implementation of key programs that assist in the development of the whole child, including their social, emotional, academic and behavioural wellbeing.
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Council and other forums including year group meetings and Peer Support Groups. Students are also encouraged to speak with their teachers, Welfare Officers, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through athletics, music programs and peer support programs



- All students are welcome to self-refer to the Student Wellbeing Coordinator, School Chaplain, Assistant Principal 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
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
 - Respectful Relationships
 - Bully Stoppers
 - Safe Schools
- programs, incursions and excursions developed to address issue specific behaviour (i.e. social skills and anger management programs)
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities) buddy programs, peers support programs

Targeted

- Grey Street Primary School has an Assistant Principal who is responsible for Engagement and Wellbeing at our school. They, along with the welfare team, monitor the health and wellbeing of students in the school, and act as a point of contact for students who may need additional support
- connect all Koorie students with a Koorie Engagement Support Officer
- all students in Out of Home Care will be appointed a Mentor (either internally or through an outside mentoring program), have an Individual Learning Plan and will be referred to Student Support Services for an Educational Needs Assessment
- Grey Street Primary School runs targeted intervention programs through its welfare department that are tailored to the needs of individual students.
- wellbeing and health staff will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year
- staff will apply a trauma-informed approach to working with students who have experienced trauma
- All staff at Grey Street Primary School will use a tracking program to monitor the progress of student along a wellbeing continuum.
- Use Restorative Practices language and processes to resolve
- Use programs such as 'Circle Time', 'Blue Earth' and 'Respectful Relationships' with students as a positive, preventative approach to emotional and social situations.
- Encourage the involvement of parents in individual classes - this may be assistance with learning programs, excursions or extra-curricular programs.
- Maintain the 'Kids Hope' program to support students deemed 'at risk' of engagement in schooling. This is a volunteer help program sponsored by the Baptist Church.

Individual

Grey Street 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



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- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plan, a Behaviour Support Plan and/or a Safety 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 an 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

Grey Street Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Engagement and Wellbeing team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. Grey Street 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
- wellbeing performance as recorded by teachers against the Grey Street Wellbeing Continuum.
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, think time and suspension data
- engagement with families
- self-referrals or referrals from peers



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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. All members of our school community have the right to be treated equally. We aim to promote community recognition and acceptance of the equality of men and women, and the equality of people of all races, regardless of their religious or political convictions, their impairments or their age. We value diversity in our school community and consider the human rights of all individuals when making decisions and delivering services.

All students, teachers and parents have the right to work in an environment free from bullying, this includes physical, verbal and cyber bullying which will not be tolerated. We use a restorative practices approach to bullying. (see Appendix 3).

Shared Expectations

At Grey Street we have high expectations for the whole community. We believe that we each have a role to play in the education of our students and each other. There are expectations for School, Students and Parents/Carers.

School - Principals, Teachers and School Staff

- At our school, we expect to provide an educational environment that ensures that all students and families are valued and cared for, feel they are part of the school, and where students can engage effectively in their learning and experience success.
- Provide a school curriculum that is inclusive of all and caters for individual students. A curriculum that is relevant and challenging and gives students the opportunity to experience success with their learning. This curriculum will include a whole school approach to student attendance, engagement and appropriate behaviour.
- Provide appropriate student services and develop parent/carer partnerships that focus on the wellbeing and engagement of students. Provide a staged response approach to student behaviour.
- There is an expectation that Principals, Teachers and all school staff abide by the four pillars of respect - Respect for Self, Respect for Others, Respect for Learning and Respect for the Planet.

Students

- With support from their families, students at this school can be expected to participate fully in the school's educational program and to attend regularly.
- With support, students, as they progress through the school, will take greater responsibility for their learning, setting goals and managing resources to reach those goals.
- With encouragement and support from adults and other students, through the whole school approach to student wellbeing and behaviour, students will behave in a safe and inclusive way.
- There is an expectation that students abide by the four pillars of respect - Respect for Self, Respect for Others, Respect for Learning and Respect for the Planet.



Parents/Carers

- Parents/carers will take an active interest in their child's educational progress through regular and constructive communication with school staff and support their child's learning by modelling positive behaviours and assisting their children with their school work.
- Parents/carers will ensure that students have a regular and punctual pattern of attendance.
- There is an expectation that parents/carers abide by the four pillars of respect - Respect for Self, Respect for Others, Respect for Learning and Respect for the Planet.

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 Example School's Bullying policy.

When a student acts in breach of the behaviour standards of our school community, Grey Street 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.

Student engagement, regular attendance and appropriate behaviours are encouraged through the implementation of whole-school strategies supported by targeted and individualised support when required. A positive, restorative, whole school approach to student behaviour will be used.

Classroom Actions

- Classroom rules are developed each year with each class following the 'Respect' values of Self, Others, Learning and the Planet. Students have input into these rules.
- Each classroom devises its own reward system for recognising positive behaviour. This may include casual clothes days for the class, shared lunch, individual stickers, reward cards etc.
- 'Star of the Week' awards are presented by the classroom teachers and specialist teachers at whole school assembly for any of the four 'Respects' that we value.
- Verbal praise is given to students.
- The school newsletter 'The Bridge' is used to convey positive actions in the school.
- Student behaviour is monitored using the Compass program or similar technology

Classroom Consequences

- A **classroom behaviour tracking book** is provided to each teacher and a hierarchy of consequences is developed at the Team level and discussed with the students. The hierarchy of consequences may include a warning, time out in the classroom, time out in another classroom, removal / time out at the office, or time during a recess / lunchtime for re-thinking their behaviour.
- The approach to help students own and work through their problems is a **restorative practices approach**, involving any or all of the following personnel: teachers, Principal, Assistant Principal, the School Chaplain, Student Support Services personnel.
- **Severely disruptive or unsafe behaviour** results in removal from the classroom by the Principal or AP.
- Negative behaviour that forms a repeating pattern, will result in the hierarchy of consequences being shortened to address the problem.



- **Parental involvement** occurs when the behaviour becomes a pattern that is disrupting the student's learning and the teacher's teaching.
- When parents are contacted they are invited in to help work on an **Individual Behaviour Improvement Plan** with the teacher and Principal/ AP. Outside student and parent support agencies may be contacted for ongoing support.

Playground Actions

- Our school has a well-developed Rules and Consequences process for outside behaviour. The school rules follow the four pillars of Respect - Self, Others, Learning and the Planet. Inappropriate behaviours result in logical consequences. The playground is supervised at recesses and lunchtimes (staff are made aware of their weekly responsibility via the Yard Duty Roster).
- 'Respect in Action'- awards are presented at assembly each week for students who have shown behaviours that reflect the four pillars of Respect.
- Verbal praise is given by yard duty teachers to students who exhibit and show 'Respect in Action' such as picking up rubbish, helping another student in the yard, playing collaboratively etc.
- Student behaviour is monitored using the Compass program or similar technology

Playground Consequences

- Each Yard Duty teacher carries a **Yard Duty folder** that contains the Rules and Consequences (Appendix 1) for easy reference, a format pro forma for recording what happened should there be an incident in the playground, blank 'Playground Award' certificates to complete when a student is observed exhibiting behaviour in line with the four Respects, and First Aid information about students.
- The approach to help students own and work through their problems is a **restorative practices approach**. A laminated script is provided in the Yard Duty Folder for teachers to use.
- Should the negative behaviour in the playground form a repeat pattern, the hierarchy of consequences may be shortened to address the problem.
- **Parental involvement** occurs when the behaviour becomes a pattern that is unsafe for the student, teacher or others.
- When behaviour forms a negative pattern, parents are contacted and invited in to help work on an **Individual Behaviour Improvement Plan** with the teacher and Principal / AP. Outside student and parent support agencies may be contacted for ongoing support.

Camps and Excursions

- A proven record of appropriate behaviour is expected from students if they wish to be included in camps and excursions. The Student Classroom tracking book is used as a guide along with records of playground incidents, time spent in 'Re-thinking My Behaviour', and suspensions.
- Should a pattern of negative behaviour emerge, either in the classroom or playground, parents are contacted and a '**Notice of Concern**' is applied to an upcoming nominated excursion/camp. This will also result in the development of an Individual Behaviour Improvement Plan, if there is not one already in place. If the student breaches the Individual Behaviour Improvement Plan, resulting in 3 further periods of having to 'Re-think My Behaviour', then the student is excluded from the upcoming nominated excursion/camp. If the breach results in a suspension from school, they will immediately be excluded from the upcoming nominated excursion/camp.



- The Principal has an executive right to prohibit a student from attendance at a school camp or excursion if they believe to allow the student to attend would place the other students/teachers/parents at risk or if the student's own safety would be at risk.

Before and After School

- The school gates are locked between **6pm and 8.15am**. There will be no access to the school grounds unless by staff or other authorised personnel.
- The playground is supervised before school from 8.50am until the bell rings at 9.00am. Students need to arrive at this time so that they can make their way to the classroom and organise themselves for the day.
- Students are discouraged from arriving too early and parents will be contacted if this becomes a pattern.
- Students are dismissed at 3.25 and must make their way home. Bus travellers are to assemble at appropriate gateways to be marked off by a staff member before boarding a bus. Students are supervised at the drop off and pick up zone at the end of each day for 10 mins.
- Students are to walk their bikes or scooters through the playground to an exit gate. Logical consequences apply should this not be followed as requested.

Attendance

- **Attendance at school is a legal requirement.**
- Regular attendance at school is positively encouraged and reminders through the weekly newsletter are a regular occurrence.
- Unexplained absences are addressed via a letter home to each family requesting a reason for the absence.
- A history (when student learning is affected) of unexplained absences will result in a phone call to parents and a meeting to discuss the absences and a plan of support to address the issue.
- Verbal recognition is given to students with an excellent attendance record.

Suspension and Expulsion

- At anytime a student is considered for a suspension sanction, Ministerial Order No. 184 – Procedures for Suspension and Expulsion' will be referred to and followed accordingly. This Department policy is available at:
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx>
- Corporal punishment is prohibited in our school and will not be used in any circumstance.

7. Engaging with families

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

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

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.



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- providing parent volunteer opportunities so that families can contribute to school activities and organise fundraising events.
- involving families with homework, transition and other curriculum-related activities
- involving families in formal school decision making through the School Council
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

8. Evaluation

Grey Street 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
- Compass student management
- SPA
- CASES21
- SOCS
- Student forums

FURTHER INFORMATION AND RESOURCES

Grey Street Primary School's Statement of Values

Grey Street Primary School's Bullying Policy

Grey Street Primary School's Cyber Bullying Policy

REVIEW CYCLE

This policy was last updated November 2018 and is scheduled for review in November 2020.



Appendix 1.

PLAYGROUND RULES AND CONSEQUENCES

RULES	APPROPRIATE BEHAVIOURS	INAPPROPRIATE BEHAVIOURS	CONSEQUENCES
We show respect for ourselves	We play safely and fairly	Climbing trees	Think time with duty teacher
		In wrong playground	Think time with duty teacher
		Out of bounds	Think time with duty teacher
		Playing dangerously	Think time with duty teacher
		Rough play	Think time with duty teacher
		Running in no-running area	Think time with duty teacher
We show respect for others	We wear correct uniform	No hat (Terms 1 and 4)	Play in quadrangle or gazebo
	We follow instructions courteously – the first time we are asked	Walking off on duty teacher	Think time inside. Notice home.
		Answering back	Think time inside. Notice home.
		Lying to duty teacher	Think time inside. Notice home.
		Abusing duty teacher	Think time inside. Notice home.
		Refusing to do as told	Think time inside. Notice home.
	We keep our hands, feet and objects to ourselves	Throwing stones, sticks, etc.	Think time inside. Notice home.
		Hurting others (hitting, kicking, pushing, etc.)	Think time inside. Notice home. Severe clause – remove to office immediately
		Spitting on others	Think time inside. Notice home.
		Fighting	Think time inside. Notice home. Severe clause – remove to office immediately
	We treat others with respect and consideration	Swearing	Think time inside. Notice home.
		Teasing and put-downs	Apologise/think time with duty teacher
		Racist remarks	Apologise/think time with duty teacher
		Sexual harassment	Minor – think time with duty teacher. Major – remove to office immediately. Parents contacted.



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We show respect for learning	We ensure that our play does not interfere with the teaching and learning in classrooms	Excessive noise outside classrooms	Warning Move away
		Tapping, knocking or banging on windows, doors or walls	Think time with the duty teacher
		Signalling to, or distracting, students in class	Think time with the duty teacher
		Interfering with display boards	Think time with the duty teacher
We show respect for the planet	We care for school property and the school grounds	Littering	Pick up papers
		Graffiti	Remove to office immediately. Parents contacted. Clean it off.
		Vandalism	Remove to office immediately. Parents contacted. Pay costs.
		Misuse of property	Think time with duty teacher
	We use all equipment the correct way	Improper use of playground equipment	Think time with duty teacher. Short term ban
		Improper use of sports equipment	Think time with duty teacher. Short term ban