



**Christmas Hills Primary School**  
**STUDENT ENGAGEMENT, INCLUSION AND WELLBEING POLICY**  
**November 2019**

## **POLICY STATEMENT**

Our school believes each student, teacher and parent has the right to learn, work and be safe at school. We seek an environment of mutual respect in which all Students grow and learn, feeling they are safe and valued at all times. We recognise that wellbeing is enhanced when relationships are strong and we spend the first few weeks of the year focusing on classroom relationships across the school. Each class develops and displays a list of expected standards that encourage positive classroom learning communities and a community of good manners.

Through differentiated curriculum teachers are able to develop programs that are suited to student individual needs and this in turn increases student engagement. To further increase the student connectedness we have expanded student leadership opportunities in many areas and encourage student voice in planning and decision-making. Our clearly defined school values highlight the importance of developing our children into Caring, Honest, Inquisitive, Respect, Persistent and Sharing young people.

Christmas Hills Primary School is committed to promoting gender equality and Respectful Relationships. **In accordance with DEECD policy, corporal punishment is expressly forbidden at Christmas Hills Primary School.**

Our School Community values regular school attendance and will strive to maintain attendance levels in line with or above the State Average. We recognise that “Every Day Counts” and have expectations for student attendance.

Some of the programs at Christmas Hills Primary School implemented to promote student engagement, high attendance and positive behaviours are:

### **Whole School**

- Better Buddies funded through the Alannah and Madeline Foundation
- School Wide Positive Behaviour Support
- Respectful Relationships
- Ambassadors (Junior School Council)
- Student leaders - captains
- Whole school activity days
- Program for Students with Disabilities
- Excursions and incursions
- Differentiated curriculum
- Whole School Concerts
- Assembly awards
- Book Week
- Whole School Assembly
- School pets and Kitchen Garden
- Camps Program
- Leveled Literacy Intervention
- Kinder - Prep Transition
- Year 6 – Transition
- iPads and Laptops
- Learning Adventures
- SDL
- Specialist Programs (STEM, Art, PE, AUSLAN etc)

## **Community/Parent**

- Parent Helpers with a current WWC check are always welcome and encouraged
- Work Experience Students and Student Teachers
- Parent Information Sessions
- Three-way conferences
- Social Events
- Autumn Festival
- Christmas concert
- Working bees
- PFA

## **Rights and Responsibilities.**

Every member of the school community has a right to fully participate in an educational environment that is safe, supportive, inclusive and welcoming. Our Students, their Parents/Carers and our Staff will treat each other with dignity and respect at all times.

Christmas Hills Primary School endorses the findings of the following legislations and at all times adheres to the findings in them:

- The Equal Opportunity Act of 1995: grounds of discrimination that are unlawful and 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.
- The Charter of Human Rights and Responsibilities Act, 2006. The charter demands equality for all, but it also emphasizes the value of difference. Further reading at
- [http://www.austlii.edu.au/au/legis/vic/consol\\_act/cohara2006433/](http://www.austlii.edu.au/au/legis/vic/consol_act/cohara2006433/)
- Disability Discrimination Act 1992: the standards cover enrolment, participation, curriculum development, student support services and harassment and victimization. Copies available at <http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/handbook/legislation.htm>
- The Education and Training Reform Act 2006.

A right is something which belongs to the individual and should not be taken away by anyone else.

## **Some Important Rights are:**

- A right to feel safe at school. At Christmas Hills Primary School we aim to provide classrooms and playgrounds which are safe and have rules to make sure the children are safe while they play at school
- A right to be taught and learn. At Christmas Hills Primary School we aim to provide activities that are suitable for children. Every child has the right to learn without disruption.
- A right to be respected and treated kindly.
- A right to be able to express yourself respectfully. At Christmas Hills Primary School we think it is important for each child to be able to talk about ideas and feelings when it is appropriate and to always be able to tell their side of the story.

## **Implementation:**

This policy is consistent with Christmas Hills Primary School's Bullying and Harassment Policy. Successful implementation of this policy involves the whole school community - Parents/Carers, teachers, Students and the school council.

- A whole school approach to the promotion of engagement and wellbeing, encouraging respect, compassion and cooperation.
- Students will be encouraged to participate fully in their education. Their right to ask questions and be supported in developing their knowledge base will at all times be honored by teaching and support Staff.
- Teachers and Parents/Carers will work together cooperatively to address any learning deficits.
- Positive behaviors will be taught in all classrooms, through class teacher initiated programs. Building relationships in classes at the beginning of each year will assist the development of a positive climate.
- Staff will receive ongoing Professional Development to assist in the successful implementation of the policy.
- Teaching Staff will diligently work to ensure our teaching programs are planned to be engaging for our Students. Creativity and differentiation will be at the core of our classroom teaching.
- At least once per hour there is an expectation that our Students will be given a short physical break.
- Our classrooms will be flexible learning spaces and the Students allowed to move throughout them during the day.

- Restorative Practice principles will be followed when resolving conflict or concerns. Parents/Carers will be notified where necessary and appropriate consequences for offenders consistent with the school's Bullying and Harassment Policy will be implemented where necessary
- All Students will be taught to ask a person in authority for support if they feel they are being bullied.
- Student requests for help, academic or social will be responded to with kindness, understanding and consideration of the desired outcomes for the child.
- Parents/Carers will notify the school before 11.00 by text or answering machine message of the reason for their child's absence. Where Parents/Carers do not meet this obligation, the school will attempt to phone or text the Parents/Carers wherever possible. Failure to provide the school with an explanation for absences or late arrivals will result in the absence being registered as 'Parent choice unapproved'
- Parents/Carers will make every effort to ensure their children are on time to school and that absences are kept to a minimum. Where children are consistently absent without satisfactory explanation the school will pursue the issue of a School Attendance Notice by a School Attendance Officer

For more information, see the DET Website resources for [Student Wellbeing](#).

### **Shared Expectations:**

#### **Characteristics of shared expectations in effective schools.**

Shared Beliefs are very similar to school rules. The main difference is that the "Classroom Community" has decided together how they want their class to operate and "agreement" has been reached regarding the values that underpin the class culture. We believe that Students should be involved in framing the set of beliefs and that they must in turn accept responsibility for abiding by what has been agreed.

#### **Schools – Principal, teachers and Staff:**

The Principal and Staff of Christmas Hills Primary School clearly accepts the responsibility to provide an educational environment that ensures that all Students are valued and cared for, feel they are part of the school, and can engage effectively in their learning and experience success. The school will ensure that:-

- Teachers are focused on the need for engagement through careful lesson/program construction; individual learning needs are catered for through the conducting of Student Support Group meetings and individual learning plans
- Each child's classroom is a safe environment that stimulates learning
- Every child has equal opportunity to participate in their everyday life at the school.
- Children will benefit from their input into the content of the curriculum areas being studied
- Children understand that their contribution is important, and that their input into class discussion is relevant and important
- Teachers encourage contributions from Parents/Carers on the learning patterns of their children
- The school continually endeavours to be at the forefront of curriculum and ICT initiatives through careful resourcing
- It will provide a complete range of student services to call on if required
- The school will follow up in accordance with DEECD Procedures to manage Student Absences
- The school will only approve absences where the absence results from a genuine health or wellbeing issue
- The school will ensure learning needs at all ends of the learning continuum are addressed specifically, ie. Children in need of additional support or in need of extension, will receive individualised learning activities to address these needs
- The Staff will work with Students to understand their own unique gifts and to be accepting of the different ability levels of their peers. No child will be held back from extension opportunities because it may upset others in their age group
- Staff will ensure confidentiality is maintained when working through any concerns.
- Staff will ensure they meet their obligations with regard to Mandatory Reporting and Child Safety.

#### **Students:-**

In developing a positive learning community, it is expected Students will display acceptable behaviour in class, in the school yard, at assembly and on excursions, camps and at sporting events while remembering that Christmas Hills Primary School is a community of mutual respect and good manners.

- At Christmas Hills Primary School, regular, punctual school attendance is considered to be of the utmost importance to the overall development and wellbeing of the student; the school actively supports the initiative "Its Not OK To Be Away."
- The Students are expected to treat their classmates, teacher and adults they may come in contact with, with total respect and dignity.
- The Students will discover the importance of the rights of others including the right to learn and the impact these virtues have on the learning experience
- The Students will value the school's facilities
- The Students will experience the value of being engaged and connected to their learning environment through the participation in positive, proactive programs

- The Students will be active participants in their own learning and be supported to take responsibility in the learning process
- The Students will be proactive in seeking the support of Staff if any issues or concerns arise

### **Parents/Carers/Carers:**

Parents/Carers are expected to promote positive educational outcomes for their children by taking an active interest in their child's educational progress

- At Christmas Hills Primary School, regular, punctual school attendance is considered to be of the utmost importance to the overall development and wellbeing of the student; the school actively supports the initiative "Its Not OK To Be Away."
- Regular and constructive communication with the school Staff regarding their child's learning and wellbeing, will actively support their child's engagement in the school environment
- Parents/Carers may expect the school to maintain a safe and respectful learning environment for all Students. As fundamental to this, Parents/Carers are jointly responsible for developing appropriate behaviours in their own children and supporting and advocating the school values and class rules
- Parents/Carers are responsible for ensuring they read school communications in a timely manner and ask questions if unclear on any communication
- Parents/Carers are responsible for supporting the school in its endeavours to ensure regular attendance, modeling positive behaviours and assisting their children with their school work for example, by regular home reading
- Parents/Carers will be contacted in cases where problems develop with student behaviour and strategies will be developed to address issues arising. These may include a daily home-school communication book, support group meetings or an individual behaviour management plan. Parents/Carers will be involved in this process.
- Parents/Carers will ensure confidentiality is maintained when working through any concerns with school Staff.

### **Developing Positive Classroom Learning Communities and a Community of Mutual Respect and Good Manners**

#### **AGREED CLASSROOM EXPECTATIONS FOR STUDENTS AND STAFF:**

This list has been agreed between the Ambassadors and the Staff of Christmas Hills Primary School.

#### **Students will:**

- Settle down to work quickly and produce a standard of work appropriate to their level and ability
- Complete set tasks
- Follow directions the first time they are given
- Speak politely in a positive and respectful tone to Staff, other Students and Parents/Carers
- Respect the views and contributions of others during class discussions
- Behave and play in such a way that ensures the safety of everyone
- Make every effort to include all students in activities and invite others to join in classroom tasks when appropriate
- Return to class following recess and lunch periods by the second bell
- Remain inside the school grounds at all times during the school day, unless instructed by a teacher to leave
- Respect the personal space of others

#### **Staff will:**

Endeavour at all times to focus on recognising and celebrating positive behaviours, however when necessary consequences will be implemented. In line with Restorative Practice Principles, wherever possible, Students will be given a say in the appropriate consequence which may include:

- Verbal warnings
- Quiet time in a space outside the classroom
- If upon returning to the classroom, there is no improvement, the Student may be sent to another Staff member for remainder of the day if possible or if all Staff are teaching/occupied, Parents/Carers may be contacted and asked to collect the Student
- Conduct a Restorative Chat with the Students involved at the earliest possible time
- Follow up with parents as needed on any issues which are ongoing or persistent
- In extreme cases where the safety and wellbeing of another Student or Staff member is at risk, the Student may be issued with a Suspension or Expulsion in line with DET policies relating to Suspension and Expulsion and in consultation with Parents/Carers.

## AGREED PLAYGROUND EXPECTATIONS FOR STAFF AND STUDENTS:

This list has been agreed between the Ambassadors and the Staff of Christmas Hills Primary School

### Students will:

- Play only within the designated play areas and not enter 'Out of Bounds' areas without the permission of a Staff member
- Play in such a way that ensures the safety of other Students, Staff and Self, for example, no rough play
- Follow directions from the Staff member on duty the first time they are given
- Look after sports/play equipment and return any portable items (balls, racquets etc) to the sports shed or class at the end of the play period.
- Climb only on play equipment
- Use a positive and respectful tone of voice at all times when addressing Staff, other Students or Parents/Carers
- Make every effort to include all students in activities and invite others to play when they ask
- Behave appropriately in the Student toilets
- Respect the personal space of others
- Report any concerns to the Staff member on duty immediately

### Staff will:

Endeavour at all times to focus on recognising and celebrating positive behaviours, however when necessary consequences will be implemented. In line with Restorative Practice Principles, wherever possible, Students will be given a say in the appropriate consequence which may include:

- Verbal warnings
- Being restricted from play and walking with the Staff member on duty, or sitting in a designated spot in the yard
- If there is no improvement, the Student may be sent to another Staff member for remainder of the day if possible or if all Staff are teaching/occupied, Parents/Carers may be contacted and asked to collect the Student
- Conduct a Restorative Chat with the Students involved at the earliest possible time
- Follow up with parents as needed on any issues which are ongoing or persistent
- In extreme cases where the safety and wellbeing of another Student or Staff member is at risk, the Student may be issued with a Suspension or Expulsion in line with DET policies relating to Suspension and Expulsion and in consultation with Parents/Carers.

## Suspension and Expulsion

A student 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 course of action in response to the student's behavior. The Principal, or Staff member Acting in their place, is responsible for student Suspensions. The Principal has two options available: In-School or Out-of-School (Formal) Suspensions. In determining which option is the most appropriate, the Principal will consider the educational, social and emotional impacts on the student and school community.

In cases of severely inappropriate behaviour, consequences such as In-School Suspension or Formal School Suspension may result. Severe consequences may result from:

- Incidents of serious bullying including exclusion, intimidation, put downs, threats and interfering with others' belongings including theft and willful damage
- Physical interference with other Students including fighting incidents, throwing sticks, rocks or other inappropriate objects
- Refusing to follow directions
- Using inappropriate language and comments in class or the school yard towards Staff, Parents/Carers or other Students
- Other behaviour that threatens the emotional, educational or physical wellbeing of Staff, other Students or Parents/Carers

In such cases, Parents/Carers will be contacted. A meeting will be held with all concerned parties to resolve the issue and put strategies in place to avoid repeat incidences. Teachers and the school administration will communicate with Parents/Carers not only when problems arise, but also endeavour to pass on positive comments about Students.

Every student has the **right to learn**, and every teacher has the **right to be able to teach**. It is very important that the school and Parents/Carers work together to an agreed plan to resolve any issues regarding student behaviour. We owe it to all Students, teachers and the school community to deliver a positive, safe and productive school environment where Students are achieving their full potential.

## EVALUATION

The policy will be reviewed bi-annually or more often if necessary due to changes in regulations or circumstances.