



# CHURCHILL PRIMARY SCHOOL

## Hazelwood Estate



### STUDENT WELLBEING AND ENGAGEMENT POLICY



#### Help for non-English speakers

If you need help to understand the information in this policy please contact Churchill Primary School on 03 51221343

#### 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.

Churchill Primary School and Hazelwood Estate FLO Campus are 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.

#### SCOPE

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

#### CONTENTS

1. School profile
2. School values, philosophy and vision
3. Wellbeing and engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations and management
7. Engaging with families
8. Evaluation



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### POLICY

#### 1. School profile – Churchill Primary School

Churchill Primary School (CPS) is situated in the heart of Latrobe Valley and is located 160kms east of Melbourne. The school was established in 1967 to accommodate the large number of families coming to and working in the local power stations. The school has a current enrolment of 172 students. In 2022 our school has 28 staff members: 1 principal class, 1 Assistant Principal, 1 Learning Specialist/Instructional Coach, 8 classroom teachers, 1 PSD Coordinator (0.2), 3 specialist teachers, 5 full time classroom-based Education Support (ES) staff, 2 learning tutors, 1 intervention ES, 3 casual classroom-based ES, 1 primary welfare officer, 1 business manager and 1 administration ES staff.

During 2022 the school structure is comprised of eight classes. Each team is led by a PLC leader. Specialist areas are PE, ICT and Chinese. A Chinese language program is delivered across all grade levels. We have been able to add some powerful learning opportunities for our students through this program.

The majority of students are from the local neighbourhood. The school population can fluctuate due to the transient nature of parts of the community. The school has a SFO ratio of 0.76. Approximately two thirds of families are eligible for the Camps, Sports and Excursion fund.

Our reading model is based on “The Top 6” key components of reading instruction which aims to improve literacy levels by ensuring all students receive effective, evidence-based reading instruction based on the Science of Learning. At CPS teachers explicitly teach phonemic awareness, phonics, fluency, vocabulary and comprehension.

Explicit Direct Instruction is the school’s instructional model and teachers incorporates the use of High Impact Teaching strategies to enhance student’s engagement, outcomes, and voice.

CPS uses the Berry Street Education Model to explicitly teach strategies that enable teachers to increase engagement of students with complex, unmet learning needs and to successfully improve all student’s self-regulation, relationships, wellbeing, growth and academic achievement.

Our core value statement: Kind and Positive Learners underpin all that we do. Churchill Primary School has a strong commitment to its vision, we are an inclusive and safe environment where kindness and positivity are valued. We have high expectations of ourselves for learning.



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Relationships and connection underpin everything we do. We celebrate the efforts of our students, their passions and their achievements and recognize that students bring different knowledge and life experiences to new learning. We strive to develop socially responsible individuals and foster a community of life-learners.

Churchill Primary School offers its students learning opportunities through a range of extra-curricular activities, including school productions, participating in community events such as writing competitions, incursions, excursions, camps, participating in varying levels of sport, breakfast club, lunchtime activities, cultural days and special event days. The school has a well-maintained native garden and spacious grounds. Recently the school has undergone upgrades which has included a new playground and a synthetic basketball court. The main administration area and four classrooms was upgraded in 2020 with a new \$2.4 million building. This new building features modern facilities to deliver 21st century learning to our students.

### 1. School profile – Hazelwood Estate FLO Campus

Hazelwood Estate FLO Campus is a campus of Churchill Primary School. It is situated 4.5km from Churchill Primary School. The current school was established in 2021. The school has a current enrolment of 8 students. Staffing includes a Learning Specialist, a graduate teacher and an Education Support (ES) staff member. The school structure is comprised of 2 classrooms and a staffroom/cooking room. A Governance Group oversees the running of the school which is made up of Principals in the area.

Hazelwood Estate FLO Campus is an educational and therapeutic setting designed for students who have experienced trauma in their past and are experiencing difficulties' engaging in their education. Students attend 3 days a week at Hazelwood Estate FLO Campus and 2 days at their mainstream school. The placement is for two terms. A bus collects and drops off the students from their mainstream school.

Hazelwood offers therapeutic support through the Berry Street Trauma informed framework with a strong focus on healing and the development of self-regulation skills. We are committed to our students learning to co-regulate from the staff at Hazelwood and we are committed to high expectations for learning and behaviour.

The program focuses on literacy, numeracy and teaching social skills. Explicit Direct Instruction is the school's instructional model and teachers incorporates the use of High Impact Teaching strategies to enhance student's engagement, outcomes, and voice.



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### 2. School values, philosophy and vision – Churchill Primary School

*Churchill Primary School's Statement of Values and School Philosophy is integral to the work that we do and is the foundation of our school community. Students, staff and members of our school community are encouraged to live and demonstrate our core values of being kind and positive learners at every opportunity.*

*Our school's vision is to empower students to reach their personal best, and fully equip them to contribute positively to society as happy, healthy young adults.*

*Our Statement of Values is available on the school website.*

#### VISION

Churchill Primary School's vision is **where everyone belongs, thrives and achieves.**

#### MISSION

Churchill Primary School's mission is an inclusive and safe environment where kindness and positivity are valued. We have high expectations of ourselves for learning. Relationships and connection underpin everything we do.

#### VALUES

Churchill Primary School's values are **Kind and Positive Learners**

### 2. School values, philosophy and vision – Hazelwood Estate FLO Campus

*Hazelwood Estate FLO Campus's Statement of Values and School Philosophy is integral to the work that we do and is the foundation of our school community. Students, staff and members of our school community are encouraged to live and demonstrate our core values of being kind and positive learners at every opportunity.*

*Our school's vision is to empower students to reach their personal best, and fully equip them to contribute positively to society as happy, healthy young adults.*

*Our Statement of Values is available on the school website.*

#### VISION

Hazelwood Estate FLO Campus vision is **where everyone belongs, thrives and achieves**

#### MISSION

Hazelwood Estate FLO Campus's mission is an inclusive and safe environment where kindness and positivity are valued. We have high expectations of ourselves for learning. Relationships and connection underpin everything we do.

#### VALUES

Hazelwood Estate FLO Campus's values are **Work Hard, Be Kind**



### 3. Wellbeing and Engagement strategies

Churchill Primary School and Hazelwood Estate FLO Campus have developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and less isolated. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

#### 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 and that embraces and celebrates diversity and empowers all students to participate and feel valued*
- *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 Churchill Primary School use an Explicit Direct Instruction 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*
- *our school's Statement of Values and School Philosophy 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*
- *monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level*
- *students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Council and other forums including year group meetings and Peer Support Groups. Students are also encouraged to speak with their teachers, Assistant Principal and Principal whenever they have any questions or concerns.*
- *create opportunities for cross—age connections amongst students through school plays, athletics, music programs and peer support programs*
- *all students are welcome to self-refer to the Student Wellbeing Coordinator, School Nurse, Year Group Leaders, Assistant Principal and Principal if they would like to discuss a particular*





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*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*
  - *Berry Street Educational Model*
- *programs, incursions and excursions developed to address issue specific behaviour (i.e. anger management programs)*
- *opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)*
- *buddy programs*
- *measures are in place to empower our school community to identify, report and address inappropriate and harmful behaviours such as racism, homophobia and other forms of discrimination or harassment.*

### Targeted

- *the school has a Well-being Coordinator, who monitors the health and wellbeing of students at 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*
- *Koorie students are supported to engage fully in their education, in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture – refer to our school Aboriginal action plan for further information*
- *our English as a second language students are supported through our EAL program, and all cultural and linguistically diverse students are supported to feel safe and included in our school*
- *we support learning and wellbeing outcomes of students from refugee background*
- *we provide a positive and respectful learning environment for our students who identify as LGBTIQ+ and follow the Department's policy on LGBTIQ Student Support*
- *all students in Out of Home Care are supported in accordance with the Department's policy on Supporting Students in Out-of-Home Care including being appointed a Learning Mentor, having an Individual Learning Plan and a Student Support Group (SSG) being referred to Student Support Services for an Educational Needs Assessment*
- *students with a disability are supported to be able to engage fully in their learning and school activities in accordance with the Department's policy on Students with Disability, such as through reasonable adjustments to support access to learning programs, consultation with families and where required, student support groups and individual education plans*
- *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*



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- *students enrolled under the Department's international student program are supported in accordance with our legal obligations and Department policy and guidelines at: International Student Program*

### Individual

- [Student Support Groups](#)
- [Individual Education Plans](#)
- [Behaviour - Students](#)
- [Behaviour Support Plans](#)
- [Student Support Services](#)

as well as to other Department programs and services such as:

- [Program for Students with Disabilities](#)
- [Mental health toolkit](#)
- [headspace](#)
- [Navigator](#)
- [LOOKOUT](#)

*Churchill Primary School and Hazelwood Estate FLO Campus's 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*
- *meeting with student and their parent/carer to talk about how best to help the student engage with school*
- *developing an Individual Learning Plan and/or a Behaviour Support Plan*
- *considering if any environmental changes need to be made, for example changing the classroom set up*
- *referring the student to:*
  - *school-based wellbeing supports*
  - *Student Support Services*
  - *Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst*
  - *Re-engagement programs such as Navigator*

*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*



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- *monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family*
- *engaging with our regional Koorie Education Support Officers*
- *running regular Student Support Group meetings for all students:*
  - *with a disability*
  - *in Out of Home Care*
  - *with other complex needs that require ongoing support and monitoring.*

#### 4. Identifying students in need of support

*Churchill Primary School and Hazelwood Estate FLO Campus is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing. Churchill Primary School and Hazelwood Estate FLO Campus will utilise the following information and tools to identify students in need of extra emotional, social or educational support:*

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

#### 5. Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, racism, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program





- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team. Further information about raising a complaint or concern is available in our Complaints Policy.

### 6. Student behavioural expectations and management

*Behavioural expectations of students are grounded in our school's Statement of Values and Student code of conduct.*

*Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy. Bullying will be managed in accordance with our Bullying Prevention Policy.*

*When a student acts in breach of the behaviour standards of our school community, Churchill Primary School will institute a staged response, consistent with the Department's policies on behaviour, discipline and student wellbeing and engagement. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.*

*Our school considers, explores and implement positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as detention, withdrawal of privileges or withdrawal from class.*

*Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.*

*Disciplinary measures that may be applied include:*

- *warning a student that their behaviour is inappropriate*
- *teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour*
- *withdrawal of privileges*
- *referral to the Leadership team*
- *restorative practices*
- *detentions*
- *behaviour support and intervention meetings*
- *suspension*
- *expulsion*

Suspension, expulsion and restrictive interventions are measures of last resort and may only be used in situations consistent with Department policy, available at:



- <https://www2.education.vic.gov.au/pal/suspensions/policy>
- <https://www2.education.vic.gov.au/pal/expulsions/policy>
- <https://www2.education.vic.gov.au/pal/restraint-seclusion/policy>

In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training.

The Principal of Churchill Primary School and the Governance Group at Hazelwood Estate FLO Campus are responsible for ensuring all suspensions and expulsions are recorded on CASES21.

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

### 7. Engaging with families

Churchill Primary School and Hazelwood Estate FLO Campus 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.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

### 8. Evaluation

Churchill Primary School will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school-based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21, including attendance and absence data
- SOCS



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Churchill Primary School will also regularly monitor available data dashboards to ensure any wellbeing or engagement issues are acted upon in a timely manner and any intervention occurs as soon as possible.

### COMMUNICATION

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

- Available publicly on our school's website
- 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 Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy



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**POLICY REVIEW AND APPROVAL**

Policy last reviewed	September 2022
Consultation	School Council September 2022
Approved by	Principal
Next scheduled review date	September 2024