



### Help for non-English speakers

If you need help to understand the information in this policy please contact Rosebud Primary School office on 5986 8274.

### 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.

Rosebud Primary 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 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.

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### POLICY

#### School profile

Rosebud Primary School is a Victorian Government school located on the Mornington Peninsula. Our school is proud to be the 'HEART' of the community and instill the values of honesty, effort, attitude, respect and team-work in all that we do. We revolve around building gratitude and empathy, leading to resilience.

Our school strives to provide a dynamic and supportive learning environment that enables our students to fulfill their academic, social, emotional and physical potential.

Rosebud Primary School has a strong philosophy of implementing effective programs for all students. This includes our Targeted Learning Program where students from F – 6 are taught at point of need in Mathematics and English, with support from our Maths and English specialists.

Our student leadership program is a major pillar of our school and begins in Grade 3. We pride our school on the opportunities we provide in relation to student voice and our Junior School council is a vital component in making whole school decisions.

All students attend specialist programs in Physical Education, Art, Music, STEM and Japanese. Our extensive array of enrichment and extra-curricular programs ensure all students are exposed to a range of learning opportunities. These include an extensive outdoor education / camping program for our students from F – 6, providing them with the skills to immerse themselves in our beautiful Mornington Peninsula environment.

Our school offers a welcoming, safe and inclusive learning environment for all our students and their families. We use a Restorative Approach when dealing with behavioural issues. We have implemented a highly successful lunchtime clubs program which includes sport, ICT, quiet rooms, music, arts and hands on learning.

Despite rapid growth in student enrolments (now a student population of 610 in 2022), Rosebud Primary School has continued to nurture a calm and purposeful environment where all students feel safe and included. We value all members of our school community and promote HEART in all that we do.

### **School values, philosophy and vision**

Rosebud 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 Honesty, Effort, Attitude, Respect and Team-work at every opportunity.

### **Engagement strategies**

Rosebud PS provides a safe and nurturing environment in which learning success is highly promoted, valued and supported by the whole school community.

Respectful relationships are developed and fostered between students, staff and parents and Rosebud Primary School has a proud history of these positive relationships.

This Student Engagement and Well-Being Policy reflect the student voice as well as the staff and parents and promote positive social values and behaviours. Fairness and consistency throughout the school is a cornerstone of the process.

Our core values are honesty, effort, attitude, respect and team-work with school expectations (rules) reflect these core values. Rosebud Primary School requires the active involvement of parents in the learning and behaviour of each student. It seeks to foster this cooperative approach with parents through reports, parent-teacher interviews, phone-calls, meetings and communication books. In encouraging and building this cooperative approach it is acknowledged there will be behaviours, events and issues that compromise this ideal.

When this occurs Rosebud Primary School will use a restorative practises approach to repair damaged relationships between individuals and groups. Preventative practices used at Rosebud PS include the following:

- Ensure that teaching staff develop classroom processes and strategies for promoting positive behaviour (Rosebud Rising)
- Include student input in defining a classroom Code of Conduct
- Develop Individual Learning Plans when necessary
- Develop Individual Behaviour Plans when necessary as part of the Student Support Group
- Utilise the 'Steps of Behaviour' Policy within classrooms
- Uphold the Student Code of Conduct / Steps of Behaviour throughout the school

- Revisit school behaviour expectations at assemblies and via the school newsletter to parents
- Conduct grade level transition programs (Up Days)
- Promote the importance of school attendance to both students and parents
- School Leadership Program
- Junior School Council

#### Restorative Approach at Rosebud Primary School –

We believe that everyone has the right to fully participate in an educational environment that is safe, supportive and inclusive. Underpinning all behaviours within the school are our HEART values of Honestly, Effort, Attitude, Respect and Team-work.

Teachers and students will develop classroom behaviours and expectations through collaborative discussions about teacher and student responsibility. Every class will have an Essential Agreement to ensure everyone is responsible for their own behaviour and choices.

Rosebud Primary School implements a Restorative Practice Model to assist students to take responsibility for their actions and choices. Students will be supported to 'reflect' on their actions. Students involved in incidents will be given the chance to tell their side of the story and discuss how they think things can be fixed. Actions may be required after reflection. This is to ensure relationships are repaired. Students will be supported to self-regulate their behaviour and provided with strategies to manage their learning needs. Students making good choices will be acknowledged.

At Rosebud Primary School we continue to ensure;

- 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 Rosebud Primary School use the Maths and English Instructional Models 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 Rosebud 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 are 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. Students are encouraged to speak with their teachers, Year Level Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through school plays, athletics and music programs
- All students are welcome to self-refer to the Student Wellbeing Coordinator, First Aid Officer, Year Group Coordinators, 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
- programs, incursions and excursions developed to address issue specific behaviour
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- buddy programs, peers support programs.

### Targeted

- Each year group has a Coordinator, a senior teacher responsible for their year, who monitor the health and wellbeing of students in their year, 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 have an Individual Learning Plan and a Student Support Group (SSG) and will be referred to Student Support Services for an Educational Needs Assessment
- 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.

### Individual

Rosebud 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
- 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.

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.

### **Identifying students in need of support**

Rosebud Primary School 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. Rosebud 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
- 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.

### **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, 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.

### **Student behavioural expectations and management**

Rosebud Primary School as high expectations on student behaviour and student bullying behaviour will be responded to consistently with Rosebud Primary School's Bullying policy.

When a student acts in breach of the behaviour standards of our school community, Rosebud 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 Year Level Coordinator
- restorative practices
- clipboard club
- 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 Rosebud Primary School is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

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

### **Engaging with families**

Rosebud 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.
- 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.

### **Evaluation**

Rosebud 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

Rosebud Primary School will also regularly monitor Compass 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

*Bullying Prevention Policy and Child Safe Standards are available on Rosebud Primary School's website.*

## POLICY REVIEW AND APPROVAL

Policy last reviewed	02/2022
Consultation	School Council
Approved by	School Council
Next scheduled review date	02/2024