



POLICY DOCUMENT

Student Wellbeing & Engagement

Responsibility: Principal

Revised: 2024

Next Review: 2027

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.

Mill Park 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

1. School profile

Mill Park Primary School was established in 1980 and is located in the northern suburbs of Melbourne. We have 530 students enrolled from Prep to Year 6 and 45 school staff members. We strive to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially. We actively promote a social responsibility, respect, resilience, perseverance and independence to capably prepare our students for an every changing and complex world.

Our school is culturally diverse community with no dominant ethnic group. The school has a commitment to the Early Years and Middle Years philosophies and improving student outcomes is its highest priority.

Our school has a community link with the kindergartens within the vicinity of the school. This has a very positive effect on the transition process for our Prep students. The school's positive links with neighboring secondary colleges continues to support student transition from Year 6 to Year 7.

Our parents/guardians are well supported within the school community. Community services such as Uniting Kildonan, Anglicare, State School's Relief and a variety of local Psychologist and Occupational Therapists are offered to families when needed and required. The school office sets up payment plans for excursions, incursions and camps when necessary and we have a second-hand uniform sale where families can buy selected items of the school uniform.

2. School values, philosophy and vision

Mill Park Primary School is committed to providing a safe, secure and stimulating learning environment for all students. Students can reach their full educational potential only when they are happy, healthy and safe, and when there is a positive school culture to engage and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are inextricably linked.

Mill Park Primary School's 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 respect, integrity, compassion and excellence at every opportunity.



Our school's vision – Inspire lifelong learning.

Our school's mission – Working together **to** empower all through quality education.

Our Statement of Values and School Philosophy is available online at <https://millparkps.vic.edu.au/school-policies/>

3. Engagement strategies

Mill Park 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.

A summary of the whole school, targeted year levels 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
- collaboratively develop and implement a fair and respectful whole-school engagement and behaviour management approach
- our schools vision, mission and values are incorporated into our curriculum and promoted to students, staff and the school community so that they are shared and celebrated as the foundation of our school community
- teachers at Mill Park 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
- promote a culture of safety for Aboriginal Koorie children, students with diverse backgrounds and students with disabilities.
- promote a culture of safety for students enrolled under the International Students Program
- 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 Student Council. Students are also encouraged to speak with their teachers, Year Level Leaders, Assistant Principal and Principal whenever they have any questions or concerns
- create opportunities for cross—age connections amongst students through whole school events
- all students are welcome to self-refer to the First Aid Coordinators, PLC Leaders, 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
 - Values Program
 - Learning and Values Awards
 - Lunchtime clubs
 - School Wide Positive Behaviour Support
- programs, incursions and excursions developed to address specific behaviours (i.e. social skills program)
- opportunities for student inclusion (i.e. sports teams and lunchtime clubs, Student Council and Student Leaders)
- buddy program.

Targeted

- each year level has a Year Level Leader who monitors the health and wellbeing of students in their year, and act as a point of contact for students who may need additional support other than their classroom teacher



- connect all Koorie students with a Koorie Engagement Support Officer
- all students in Out of Home Care will be appointed a Learning Mentor, have an Individual Learning Plan, be linked with Lookout Centre and will be referred to Student Support Services for an Educational Needs Assessment
- 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

Mill Park 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
- timetabling for PSD students to cater for specific needs and certain times of the day
- 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 Orange Door.

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
 - who are on the PSD program
 - in Out of Home Care
 - and with other complex needs that require ongoing support and monitoring.

4. Identifying students in need of support

Mill Park Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Wellbeing Team plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Mill Park 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 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 Vision and Mission statements and Values highlight 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.

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 Mill Park Primary School's Bullying policy. Mill Park Primary School follows our Student Behaviour Matrix and flowcharts of Minor and Major Behaviours to address any behavioural concerns.

When a student acts in breach of the behaviour standards of our school community, Mill Park 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 Leader
- 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>



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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 Mill Park 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.

CODE OF ETHICS

As a member of the school community at Mill Park Primary School we should all:

- Be polite, courteous and well mannered.
- Exhibit and encourage pride in the school and present the school positively to the wider community.
- Value and treat each other with respect regardless of gender, age, culture, role or religion.
- Support an atmosphere of order and cooperation.
- Support the school in its efforts to maintain a productive and progressive teaching and learning environment.
- Present a positive role model within the school community.
- Support rules, codes of practice and decisions made by the school.
- Follow proper school procedures in any matters which concern us.

7. Engaging with families

Mill Park 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 home learning 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

Mill Park 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
- SOCS

Mill Park 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



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- Included as annual reference in school newsletter
- 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

- [Minor and Major Behaviours Chart](#)
- [Classroom Behaviour Flowchart](#)
- [Playground Behaviour Flowchart](#)
- [Whole School Values and Expectations](#)
- [Attendance Policy](#)
- [Bullying Prevention Policy](#)
- [Statement of Values and School Philosophy](#)
- [Child Safe Standards](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Consultation	Staff
Approved by	Principal
Next scheduled review date	February 2026