

Stockdale Road Primary School

STUDENT ENGAGEMENT AND INCLUSION POLICY

Responsibility: School Council

Developed: October 2014

Background:

Every school is required to have a Student Engagement Policy that articulates the expectations of the school community in relation to student engagement, including strategies to address bullying, school attendance and behaviour.

Purpose:

The purpose of this document is:

- to outline strategies used by the school to promote and maintain engagement from a whole school level to targeted supports for individual students
- to outline how the school manages disruptive and challenging behaviour, including suspension and expulsion as outlined in Ministerial Order 625
- to outline school processes relative to attendance in line with the Education and Training Reform Act 2006

School Profile Statement:

At Stockdale Road Primary School we endeavour to create a nurturing, caring learning environment for all students. We embrace the key concepts of Developmental Curriculum to teach the Australian Curriculum. We believe that not all children are ready to learn the same thing at the same time in the same way.

Stockdale Road aims to create an environment that recognises the unique stages of development and provides appropriate experiences, engaging children in relevant and meaningful learning. This is supported by a seamless approach to delivering curriculum, linking literacy and numeracy to all learning, promoting the social and emotional development of each child, providing an environment that reflects the children's needs, interests, ideas and strengths, and promotes the sense of individual choice and belonging. We believe this will cement our aim to develop 'life long learners' by developing self-regulating, respectful and motivated individuals.

There is a strong partnership between parents and staff, with a high level of parent participation on school council, and as classroom helpers, assisting in the facilitation of personalised learning.

We offer our 500 students an attractive, safe and stimulating environment that has undergone extensive refurbishments, largely supported by parent fundraising, to create an innovative educational environment. Stockdale Road Primary School strives to offer personalised learning through context driven

enquiry. The school's philosophy reflects a developmental, child centred approach that is anchored in the personal interests of the child.

School Values, Philosophy and Vision:

Our emphasis on student engagement and wellbeing is embedded in our teaching practices (pedagogy), behaviour management strategies, expectations and school organisational structures. This can be evidenced by our:

- school culture, a culture that has a particular focus on establishing positive and respectful relationships, particularly between teachers and students and establishing a learning community that provides multiple and diverse opportunities for all students to experience success and promotes student belonging and connectedness
- safe and supportive learning environments that engage all students, where teachers have high expectations of learners and believe that all children can learn given sufficient time and support
- fair and respectful whole school management systems that are based on pro-social values, social competencies and positive peer relationships and also on the expectation that students take personal responsibility for displaying positive behaviours and participating in their education
- expectation that all members of the school community exhibit positive relationships and value difference
- expectation that teachers know their students and understand their learning needs so as to engage them in meaningful learning experiences
- commitment to staff implementing current pedagogical knowledge and thinking
- commitment to providing multiple opportunities for parents/carers and members of the broader community to play an active part in the school community and the education of their child/ren
- allowing students to become active participants in their education, including decisions about what and how they learn, and how their learning is assessed
- providing an environment that openly encourages all families as equal partners in the education of their child/ren
- coordinated intervention strategy targeting students who require additional assistance and support
- collaboration with local community, including community members, professionals and educators

Guiding Principles:

As outlined in the Department of Education and Early Childhood Development Dignity and Respect Statement, it is the right of all members of the school community to experience a safe and supportive learning and teaching environment. Staff, students and parents/carers have a right to be treated with

respect and be free from bullying (including cyber bullying), harassment, violence, discrimination and intimidation.

Students have a responsibility to contribute positively to the educational experience for themselves and other students, to participate fully in the school's educational program, and to ensure that their behaviours demonstrate respect for themselves, their peers, their teachers, and all other members of the school community.

Parents and carers have a responsibility to take an active interest in their child's educational progress, model and reinforce positive behaviours, and ensure their child's regular attendance at school. They have a responsibility to support the school in maintaining a safe and respectful learning environment for all students, and engage in regular and constructive communication with school staff regarding their child's learning.

Teachers have a responsibility to demonstrate the standards set by the Victorian Institute of Teaching. That is, to know how students learn and how to teach them effectively, know the content they teach, know their students, plan and assess for effective learning, create and maintain safe and challenging learning environments, and use a range of strategies to engage students in effective learning.

Teachers also have a responsibility to fairly, reasonably and consistently implement the Student Engagement and Inclusion Policy.

Engagement and Inclusion:

LEARNING:

Responsibility of all School Staff:

- Deliver a broad curriculum based on AusVELS through the Walker Learning Approach
- Adopt a range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of students
- Establish predictable, fair and democratic classrooms and school environments
- Provide physical environments conducive to effective and engaging learning
- Work with parents to understand their child's needs, and where necessary, adapt the learning environment
- Communicate with parents regarding their child's progress, outlining any concerns
- Embed ICT within learning to maximise engagement
- Provide opportunities for students to contribute to and provide feedback on decisions about school operations through Junior School Council and other forums
- Identify and support students who require additional assistance

- Work collaboratively with parents to improve learning outcomes for students with additional needs
- Develop and implement Individual Learning Plans as mandated or deemed necessary
- To utilise the expertise of the Stockdale Road Primary School Wellbeing Team to develop strategies to support student learning

Responsibility of Parents and Carers:

- Communicate with the school about the needs of their child and work with the school to promote positive educational outcomes for them
- Communicate regularly with teachers regarding their child's progress and any issues concerning their progress
- Work with the school to achieve the best outcomes for their child
- Communicate constructively with the school and use expected processes and protocols when raising concerns

Responsibility of Students:

- Take responsibility for their learning by discussing their interests, needs, goals and expectations with their teachers
- To follow the school promise

ATTENDANCE:

Responsibility of all School Staff:

- Follow the Victorian Government School Attendance – Every Day Counts measures to ensure students attend school every day and get the most out of their schooling
- To maintain an accurate record of student attendance
- Class Teachers will call parents after 2 consecutive days of unexplained absence
- Meet with families of students where attendance is of concern
- Where student absence is of ongoing concern a letter will be sent to the family
- To utilise the expertise of the Stockdale Road Primary School Wellbeing Team to develop strategies to support student attendance
- Refer to external support services where necessary

Responsibility of Parents and Carers:

- Ensure their child attends school on time every day
- Contact the school if their child is absent
- Communicate with teachers regarding their child and any issues concerning their attendance
- Work with the school to achieve the best outcomes for their child
- Communicate constructively with the school and use expected processes and protocols when raising concerns

Responsibility of Students:

- To attend school every day and be on time

BEHAVIOUR:

Responsibility of all School Staff:

- Consistently implement the School Promise and school behaviour processes at all times
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- Treat all school leaders, staff, students and other members of the school community with respect
- To utilise the expertise of the Stockdale Road Primary School Wellbeing Team to develop strategies to support student behaviour
- Refer to external support services where necessary
- Develop and implement Individual Behaviour Plans as deemed necessary
- Apply suspension and expulsion guidelines as outlined in Ministerial Order 625

Responsibility of Parents and Carers:

- Support school staff to maintain a safe learning environment for all students
- Treat all school leaders, staff, students and other members of the school community with respect
- Communicate with teachers regarding their child and any issues concerning their behaviour
- Work with the school to achieve the best outcomes for their child
- Communicate constructively with the school and use expected processes and protocols when raising concerns

Responsibility of Students:

- To know, understand and follow the school promise
- To know, understand and follow the school behaviour process
- Treat all school leaders, staff, students and other members of the school community with respect

Please note: Corporal punishment is prohibited in all Victorian schools.

This policy is to be reviewed in 3 years time and is to be endorsed by School Council.

This policy was ratified by School Council in

October 2014

Our Promise

When we care about each other and our school community, we share what we have, respect ourselves, each other and the environment, listen carefully, help each other learn, work hard and always give our best effort, and have fun together. We understand that everyone makes mistakes, that we look out for ourselves and others, and when someone tells us to stop we stop. This is who we are, even when no one is watching!

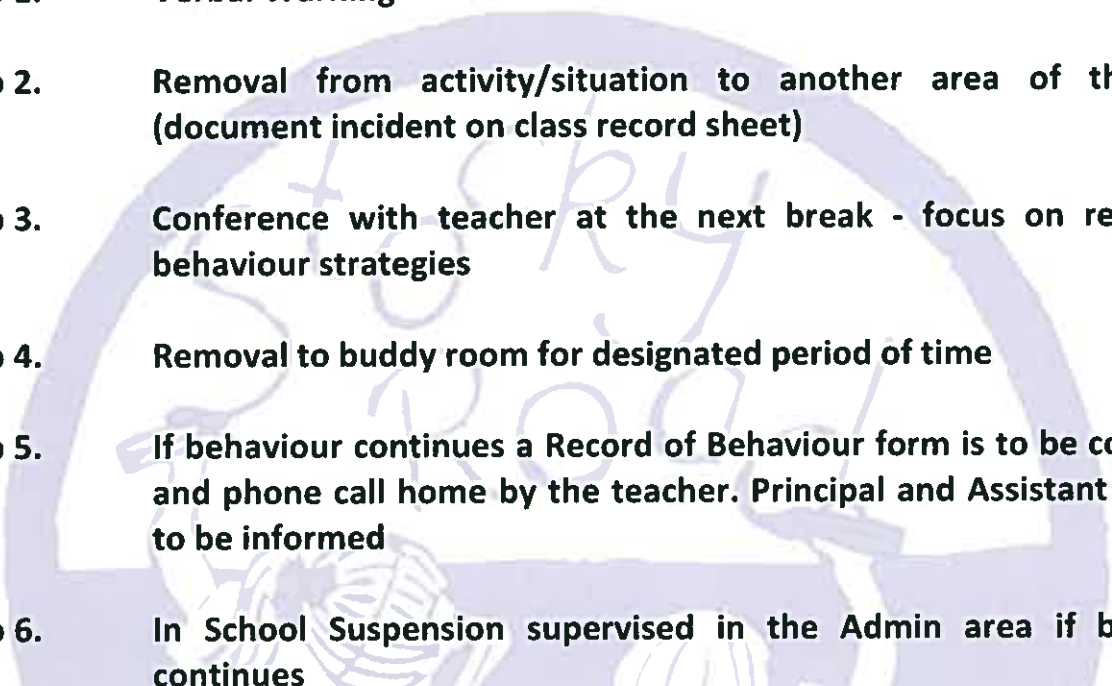
to each

other



Behaviour Management Process

Classroom

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- Step 1.** Verbal Warning
- Step 2.** Removal from activity/situation to another area of the room (document incident on class record sheet)
- Step 3.** Conference with teacher at the next break - focus on restorative behaviour strategies
- Step 4.** Removal to buddy room for designated period of time
- Step 5.** If behaviour continues a Record of Behaviour form is to be completed and phone call home by the teacher. Principal and Assistant Principal to be informed
- Step 6.** In School Suspension supervised in the Admin area if behaviour continues

Severe Clause Students can be exited to Assistant Principal or Principal for severe behaviours (these include: swearing, fighting, disruptive behaviour)

Yard

- Step 1.** Verbal Warning
- Step 2.** Visit Reflection Room for mediation and counselling

Severe Clause Students can be exited to Assistant Principal or Principal for severe behaviours (these include: swearing, fighting, disruptive behaviour)

Dignity and Respect Statement



The Department of Education is committed to providing safe and supportive work environments where diversity is valued and everyone is treated with respect, fairness and dignity.

Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable.

All employees, students, parents and visitors in schools and other DoE workplaces are expected to act accordingly.

The Department (which includes schools) and school councils, will act to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in schools and other DoE workplaces are protected.



Prof. Peter Dawkins

Secretary

2006

Parent Complaints

General Information

The Department of Education and Early Childhood Development is committed to treating everyone with dignity and respect and encourages good communication between parents and schools.

Schools, regions and the central office act in accordance with the Department's parent complaints policy and processes when managing your complaint. Further information about the policy *Addressing parents' concerns and complaints effectively: policy and guides*, including everyone's role in resolving concerns and complaints, can be found on the Department's website.

All concerns and complaints lodged with the Department about a Government school are addressed in line with relevant professional and administrative standards and in accordance with obligations and rights afforded under Victorian legislative and regulatory frameworks. These include the *Education and Training Reform Act 2006*, the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*.



How do I raise an issue or make a complaint?

The school should always be your first point of contact. Schools need to know if you have any concerns about your child's education. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems.

You are always welcome to ask about and request a copy of your school's policies and procedures.



When contacting the school

Any appointments to speak with school staff about a complaint should be arranged through the school office.

- Plan what you will say so you can clearly explain what the problem is. You might want to make some notes to help you.
- Have some ideas about how the problem could be resolved realistically.
- Talk about the problem with your child's teacher/s by telephone or organise a face-to-face meeting. Most problems can be solved this way.
- If you still have a concern after talking to your child's teacher/s you may want to speak to the Assistant Principal or Principal.

When to contact the regional office

If the matter is not resolved by speaking to the Assistant Principal or Principal at your school, you can contact the community liaison officer at your regional office who will assist you and the school to find a solution.

North-Eastern Victoria

- General enquiries 1300 333 231

North-Western Victoria

- Bendigo (03) 5440 3111
- Coburg (03) 9488 9488

South-Eastern Victoria

- Dandenong (03) 8765 5600
- Moe (03) 5127 0400

South-Western Victoria

- General enquiries 1300 333 232

When to contact the central office

If the matter remains unresolved after discussions with your regional office you can send your complaint, in writing, to:

Deputy Secretary, Regional Services Group

C/o Manager, School Operations and Governance Unit

GPO Box 4367, Melbourne 3001

E: community.stakeholders@edumail.vic.gov.au

Victorian Ombudsman

If, after all avenues for resolution of your complaint have been explored, and you are not satisfied with the way in which your complaint has been handled by the Department, you are able to contact the Victorian Ombudsman on (03) 9613 6222.

E: ombudvic@ombudsman.vic.gov.au

Further Information

If you would like further information about school policies you can visit the *School Policy and Advisory Guide* on the Departments website at: www.education.vic.gov.au

