

## STUDENT WELLBEING AND ENGAGEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Karwan Primary School.

### 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.

Karwan 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, 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.

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2. School values, philosophy and vision
3. Wellbeing and engagement strategies
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### POLICY

1. School profile



Located in Tarneit, adjacent to Dianella Community Centre, 25 kilometres from Melbourne's CBD, Karwan Primary School is a state of the art, purpose-built school, designed for the specific needs of the community to ensure all students reach their full potential.

At Karwan Primary School we provide a stimulating, creative and challenging learning environment where students achieve their personal best. They are supported to grow socially, emotionally and academically, and become respectful, responsible and resilient members of a global community. We offer a robust educational experience for all students through effective communication, strong collaboration and high impact, research-based teaching.

Karwan Primary School provides an outstanding, comprehensive teaching and learning program in all curriculum areas. Additional programs include visual and performing arts, physical education, and science. Out of School Hours Care (OSHC), water experience, camps for years 2-6, lunchtime clubs, incursions, and excursions are provided with the aim to enable every student to reach their full potential.

We are privileged to have such culturally diverse students at our school. Our students are intelligent, resilient, creative, imaginative, disciplined, dedicated to lifelong learning, respectful and ethical. They leave Karwan Primary School, with the skills, mind sets and qualities that will best equip them for success in the world of the future. They are the future leaders and role models of society.

Teachers work collaboratively to provide a challenging and stimulating broad-based curriculum, which is grounded on a solid foundation of literacy and numeracy skills. We offer high quality, strategic professional development, utilising expertise within and beyond the school. Professional Learning Communities (PLCs) accelerate the continuous improvement of teaching and learning at our school.

The active participation of parents and carers within the school community is a highly valued feature of our school. A strong partnership with parents and carers is developed and considered essential in our endeavours to ensure the successful learning achievement for every child.

We have state of the art buildings and infrastructure, which further supports the high-quality experiences our students receive. These buildings have been purposely designed, based on latest research for the school community to ensure success for all students. The space include:

- an administration building with library, staff offices and conference spaces
- two learning neighbourhood buildings with general purpose classrooms, and flexible and collaborative teaching spaces
- a specialist learning neighbourhood for subjects such as art and science
- a community hub with a competition-grade gymnasium, canteen, music and drama space
- two outdoor hardcourts
- a sports field
- a bike shed.

We are proud to be the school of choice in our local community. Further information about Karwan Primary School can be found by visiting our school website.

## 2. School values, philosophy and vision

Karwan Primary School's Statement of Values and School Philosophy is integral to the work we do and is the foundation of our school community. Our school's vision 'to empower everyone to reach their full potential, today

and into the future' is at the forefront of the work we do at the school. All members of our community, students, staff and parents/carers are encouraged to live and demonstrate our core values of respect, responsibility and resilience at every opportunity.

Our Statement of Values and School Philosophy is available online on our school website.

### 3. Wellbeing and engagement strategies

Karwan Primary School has developed a range of strategies to promote engagement, positive behaviour, and respectful relationships for all students in our school, while maintaining an inclusive and safe environment. We acknowledge that some students may need further social, or emotional support at school, and that the needs of students will change over time as they grow and learn.

A summary of the Tier 1 - universal (supports all students), Tier 2 - targeted (supports some students) and Tier 3 - intensive (supports a few, individual students), wellbeing and engagement strategies used by our school is included below:

#### **Tier 1 - Universal - Supports all students**

- A culture that is inclusive, engaging and supportive and that embraces and celebrates diversity and empowers all students to participate and feel valued
- High and consistent expectations of all members of our community
- Core values of respect, responsibility and resilience form our universal language and the lens through which behaviour is discussed
- The Statement of Values and School Philosophy are incorporated into our curriculum and promoted to students, staff and parents/carers so that they are shared and celebrated as the foundation of our school community
- School Wide Positive Behaviour framework (SWBP), matrices and whole school behaviour acknowledgement system
- Universal use of Zones of Regulation language to discuss emotions, and feelings
- Targeted staff professional learning
- All students are encouraged to self-refer to a trusted staff member, which could be their teacher, Health and Wellbeing Leader, or 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
- Students can contribute to and provide feedback on decisions about school operations through the Student Representative Council (SRC).
- Weekly wellbeing tips at our whole school assembly by our Health and Wellbeing Leader
- Prioritise positive relationships between all members of the community, and recognising the fundamental role this plays in building and sustaining student wellbeing
- Classroom reward system (Dojo, table points, marbles in a jar, etc)
- Student of the Week awards
- Monitored student attendance and implemented attendance improvement strategies at a whole-school, cohort and individual level
- Weekly explicit teaching of SWPB matrices and Resilience, Rights and Respectful Relationships (RRRR)
- Sensory toolboxes in each classroom to provide inclusive options for students requiring sensory supports

- Carefully planned transition programs to support students moving into different stages of their schooling
- Analysing and being responsive to a range of formal and informal school data.
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- 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

### **Tier 2 - Targeted - Supports some students**

- 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
- English as an Additional Language (EAL) students are supported through our EAL program, and all cultural and linguistically diverse students are supported to feel safe and included in our school
- Students who identify as LGBTIQ+ are supported and the school follows the Department of Education and Training's policy on [LGBTIQ Student Support](#)
- Out of Home Care (OoHC) students 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) and 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](#)
- Zones of Regulation Intervention with the Health and Wellbeing Leader for selected students
- Sensory room is provided for students to regulate
- Individual Education Plans (IEP) for identified students
- Termly Student Support Group (SSGs) meetings to bring together parents and carers, teachers and allied health professionals in support of the student and their goals
- Social stories where needed about new experiences/processes
- Individual reward systems based on goals in IEPs
- Check-in chats with trusted adults
- Staff upskilling around specific students and their diagnoses and needs
- Targeted relationship building between staff and students to support students with anxious/avoidant tendencies
- Private allied health professionals (psychologist, speech pathologist, occupational therapist) working with students on-site at Karwan Primary School.

### **Tier 3 - Intensive - Supports a few, individual students**

Karwan Primary School implements a range of strategies that support and promote individual wellbeing and 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 individual Behaviour Support Plans (BSP), Behaviour Escalation Profiles (BEP), Risk Management Plans (RMP)
- Engaging Visiting Teachers (VTs) from the Department of Education and Training to assist students
- Protective Intervention Training for staff
- Modified timetable/hours/program for student
- Referring the students 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 (AIP) 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

Karwan Primary School is committed to providing the necessary supports to ensure our students are supported emotionally and socially. The Health and Wellbeing Leader plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Karwan Primary School will utilise the following information and tools to identify students in need of extra emotional and social 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
- formal behaviour reports
- 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, and parents/carers treat each other with respect and dignity. Our school's Statement of Values and School Philosophy highlights the rights and responsibilities of members of our community.

Students have the right to:

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

Students have the responsibility to:

- participate fully in their educational program
- respect the right of others to learn
- respect other's rights to their ideas, feelings and concerns
- display positive behaviours that is free of bullying, harassment, violence, racism, discrimination or intimidation.

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

## 6. Student behavioural expectations and management

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values and School Philosophy and further supported by the School Wide Positive Behaviour (SWPB) framework matrices. These matrices for appropriate behaviours are available to all members of the school community; staff, students and parents/carers. 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, Karwan Primary School will institute a staged response, based on the school's SWPB flowchart and consistent with the Department of Education and Training's policies on behaviour, discipline and student wellbeing and engagement. Where appropriate, parents/carers 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.

Disciplinary measures may be used as part of the 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:

- verbal warning a student that their behaviour is inappropriate
- visual 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
- 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 Karwan Primary School is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

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

## 7. Engaging with families

Karwan Primary School values the input of parents/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/carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents/carers have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents/carers and staff, supported by our Communicating with School Staff policy
- providing regular, timetabled opportunities for parents/carers to meet with their child's classroom teacher/s
- 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

Karwan 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 Opinion Survey
- Parent/Caregiver/Guardian Opinion Survey
- School Staff Opinion Survey
- Compass chronicles
- school/cohort/individual attendance data
- school incidents register
- CASES21, including attendance and absence data

Karwan 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
- available on the Compass portal
- included in staff induction processes
- included as annual reference in school newsletter.

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 Department's Policy and Advisory Library (PAL):
  - [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](#)

- Related Policies:



- Child Safety Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy
- Complaints Policy
- Duty of Care Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Consultation	Consultation with Student Representative Council (SRCs) – 17 November 2025
Approved by	Principal
Next scheduled review date	May 2027 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.