STUDENT WELLBEING AND ENGAGEMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Carlton North Primary School on (03) 9347-4822.

Somalian: Caawin kuwa aan ku hadlain afka Ingiriiska

Haddii aad u baahan tahay inaad fahamto macluumaadka ku saabsan nadaamkaan fadlan la xiriir Dugsiga Hoose ee North Carlton (Dugsiga Hoose ee Waqooyiga Carlton) (03) 9347-4822.

Arabic:

مساعدة للأشخاص غير المتحدثين باللغة الإنكليزية

إن كنت بحاجة إلى مساعدة في فهم المعلومات المُدرجة في هذه السياسة فيرجى الاتصال بمدرسة شمال كارلتون الابتدائية [Carlton North Primary School] على الرقم: 9347-4822 (03).

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.

Carlton North 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.

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

POLICY

1. School profile

Carlton North Primary School is a vibrant primary school committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between school and home to support student learning and wellbeing. We collectively share a commitment to and responsibility for creating an inclusive and safe environment for all students. Carlton North Primary School is recognised for its strong academic achievement, focus on high quality teaching, inclusion and strong sense of community.

Carlton North Primary School was established in 1873 and the school community celebrated its 150th Anniversary in 2023. The school is located in an inner-city residential area 2km from the Central Business District and resides on the Wurundjeri land of the kulin nation. The school occupies a block surrounded by leafy suburban streets and the playgrounds include active and passive spaces with artificial turf playing areas, and a flexible ball court which is a focal point for the community it serves. The culturally diverse local community has a low Student Family Occupation Education (SFOE) index. Parents and carers have high expectations for their children. They support the school, participating in classroom programs, working parties, school events and a significant amount of fundraising activities, including the Great Lee Street Fete, held annually in March. The students, staff and community of Carlton North Primary School are incredibly proud of our school and the school community. The school is well respected in the local community and is the school of choice for most families. Over the past ten years, enrolments have remained relatively stable with figures between 270-299 and an enrolment ceiling of 300. There is a high demand for Foundation entry each year from the local community of Carlton North.

The core purpose of Carlton North Primary School is to foster the values and behaviours where everyone can reach their potential. Carlton North Primary School is committed to providing an outstanding educational experience for all students. The school is recognised for its strong academic focus through high quality teaching and strong sense of community.

Carlton North Primary School offers a guaranteed and viable curriculum that meets the needs and interests of our students whilst reflecting a core focus on developing Literacy and Numeracy skills. The curriculum also includes priority areas in Science, Wellbeing/Respectful Relationships, Inquiry, STEM, Italian, The Arts and Health and Physical Education. Teachers use the Victorian Curriculum Framework for planning and utilise other frameworks such as the Australian Curriculum and Department Initiatives - Framework for Improving Student Outcomes (FISO) 2.0, High Impact Teaching Strategies (HITS), Amplify, High Impact Wellbeing Strategies (HIWS) and the Teaching Principles. Teaching and Learning programs enable students to apply and transfer their learning to new and different situations in preparation for lifelong success within and beyond their community. Teaching and learning programs enable students to transfer and apply their learning to new and different situations in preparation for lifelong success within and beyond the community. Carlton North Primary School students are provided many opportunities to develop their skills in various ways.

Carlton North Primary School promotes a positive approach to student wellbeing based on the rights and responsibilities of all and is incorporated in the curriculum and the implementation of the Department of Education's Schoolwide Positive Behaviour Supports and Respectful Relationships Curriculum. There is an accepted expectation that all students, staff and parents/carers work together to achieve the school goals for the benefit of all. This partnership is supported through the use of individual education plans, regular

communication of learning and wellbeing goals, and open and regular communication and opportunities to celebrate student achievement. Classrooms have technology with LCD screens, iPads and Chromebooks throughout the school. As highly competent educators, we support our students to investigate, problem solve, create and apply their knowledge to ask questions and drive new learning.

The school's updated assessment and reporting procedures enable ongoing and comprehensive communication between teachers and parents/carers to ensure student progress is closely monitored and address the needs of individual students. The communication between home and school include year level overviews, Compass, newsletters, assemblies, meetings, forums and information sessions.

The 2026 staffing profile reflects the strong commitment at Carlton North Primary School to develop the capacity of our staff. The staff consists of 1 Principal, 1.5 Assistant Principals, 2 Learning Specialists, 1 Business Manager, 13.2 Full Time Equivalent (FTE) Generalist Teachers, 3.2 FTE Specialist Teachers, 4.94 FTE Education Support Staff (consisting of 1.31 FTE Office Administration Staff and 3.63 FTE Education Support Staff in the Classroom), 0.37 FTE Literacy Intervention Support, and 0.59 Library technician. 6.5% of families at CNPS receive the Camps Sports and Excursions Funds. 5.5% of students come from a background where English is not the primary language spoken at home and a small number of students are Aboriginal and/or Torres Strait Islander. The school is a true partnership with the community and are all extremely proud of every aspect of the school.

2. School values, philosophy and vision

Carlton North 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 respect, trust, inclusion and resilience at every opportunity.

Carlton North Primary School is committed to providing a safe, supportive, inclusive and respectful environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing.

Carlton North Primary School's vision is to prepare our students for their future. Our students will learn the knowledge, skills and attitudes necessary to be engaged, self-managing, lifelong learners.

At Carlton North Primary School, our values of Respect, Trust, Inclusion and Resilience provide opportunities for everyone to learn and feel safe in a supported school environment.

Respect - At Carlton North Primary School, we show respect for people, culture, property, and the environment. We are polite to everyone and care for each other, our school and our community.

Trust - At Carlton North Primary School, we have trust in each other. We take responsibility for our own actions and learning. We act with integrity and honesty.

Inclusion - At Carlton North Primary School, we include everyone and do not leave anyone out. Everyone is different and we welcome and celebrate all children, families and staff.

Resilience - At Carlton North Primary School, we have high expectations of ourselves and each other. We are ambitious, resilient and persistent when faced with challenges and change. We believe we can learn and will always try our best.

Our Statement of Values is available on the school website at https://carltonnthps.vic.edu.au/.

3. Wellbeing and engagement strategies

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 Carlton North Primary School use an agreed 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
- teachers at Carlton North 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 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, Team Leaders, Assistant Principals and Principal whenever they have any questions or concerns.
- create opportunities for cross-age connections amongst students through school plays, athletics, music programs, buddy and peer support programs
- all students are welcome to self-refer to the Student Wellbeing Coordinator, Team Leaders, Assistant Principals 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
    - Safe Schools School Wide Positive Behaviour Support
    - Zones of Regulation
    - Tuning into Teens/Kids
    - Drummond Street Services
    - Upstander programs
    - Animal Assisted Therapy
    - Consent Education
    - Online digital safety awareness
    - Transition initiatives with local kindergartens and secondary schools

- programs, incursions and excursions developed to address issue specific needs or behaviour (i.e. anger management programs)
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- buddy programs, peer support 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

- each year group has a Year Level Team Leader, who monitors the health and wellbeing of students in their year, and acts as a point of contact for students who may need additional support
- 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 Aboriginal Learning, Wellbeing and Safety 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 backgrounds
- we provide a positive and respectful learning environment for our students who identify as LGBTIQA+ and follow the Department's policy on LGBTIQA+ Student Support [insert any specific measures at your school to support LGBTIQA+ students]
- 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 Education 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, 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 Respectful Relationships training, 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 receive training in, and apply a trauma-informed approach to working with students who have experienced trauma. Staff will utilise a whole school approach to Respectful Relationships Education to prevent and respond to gender-based violence.
- 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

Carlton North 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 Education 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:

o Disability Inclusion Program
o Student Support Services
o Visiting Teacher Service
o School-based wellbeing supports
o Appropriate external supports such as council-based youth and family services, onPsych, Drummond Street Services, other allied health professionals, Headspace, child and adolescent mental health services or The Orange Door
o 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
- monitoring individual student attendance and developing an Attendance Improvement Plan in collaboration with the student and their family
- engaging with our regional Koorie Engagement 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

Carlton North 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 to help identify students in need of support and enhance student wellbeing. Carlton North Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- regular discussions of child safety concerns with school staff, parents and School Council
- 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 Child Safety 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, Carlton North 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 implements 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 Team 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

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.

The Principal of Carlton North 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

Carlton North 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.

8. Evaluation

CNPS 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

CNPS 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 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
- LGBTIQA+ Student Support
- Behaviour - Students
- Suspensions
- Expulsions
- Restraint and Seclusion

The following school policies are also relevant to this Student Wellbeing and Engagement Policy:

- Aboriginal Learning, Wellbeing and Safety Action Plan
- Child Safety Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy

POLICY REVIEW AND APPROVAL

Policy last reviewed	05/04/2026
Consultation	This policy was endorsed by the School Improvement Team - Term 2 2026
Approved by	Principal
Next scheduled review date	April 2028