



Manor Lakes P-12
College

POLICY

Student Engagement and Wellbeing

Ratified: 10th May 2023



Purpose

The purpose of this policy is to ensure that all students and members of our school community understand:

- our commitment to providing a safe and supportive learning environment for students
- expectations for positive student behaviour
- support available to students and families
- our school's policies and procedures for responding to inappropriate student behaviour.

Manor Lakes P-12 College 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 will apply to all staff paid and unpaid, students, members of the school community and will be embedded in all all programs and extracurricular activities. This policy applies to all school activities, including camps and excursions.

Policy

School Profile

Manor Lakes P-12 College opened in 2009 and is located on Minindee Rd, Wyndham Vale. The college currently has an enrolment of 3000 students within our three sectors: Primary, Secondary and Supported Learning. We have a current workforce of over 300 staff (classroom teachers, education support staff, administration, facilities and ICT) including an extensive onsite Wellbeing and Allied Health team.

The college has a Student Family Occupation (SFO) of 0.552 which indicates that there is a level of disadvantage within our community. Approximately 16% of our student population come from a language background other than English.

We are proud of the steady development of the College and the culture of learning that is being embedded. We strive to provide the best possible education for our students and support for our staff.

Our philosophy ensures that our teaching practice is focussed on our students' learning needs, and this is backed by current research about how students learn. The College has, and will continue to have, a relentless focus of continuous improvement in all aspects of College life, particularly focussing on improving learning outcomes for all students.

School Values, Philosophy and Vision

The vision of Manor Lakes P-12 College is `Dream, Believe, Achieve. The college aspires to create a vibrant and harmonious community of learners who have a confident belief in their ability to learn, grow and succeed.



Manor Lakes P-12 College recognises the importance of the partnership between school and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

Our statement of Values sets out our behavioural expectations of all members in this school community, including the Principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harrassments, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our [Statement of Values](#) acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

For this vision to work successfully, Manor Lakes P-12 College has embedded evidence-based structures, programs and processes that are directly linked to the promotion of student wellbeing engagement and inclusion. These strategies are underpinned by the creation of a vibrant and harmonious community of responsible learners who have a confident belief in their ability to learn, grow and succeed.

Wellbeing and Engagement Strategies

Manor Lakes P-12 College has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and less isolated. 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 universal (whole of school), targeted (year group specific) 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 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
- deliver a broad curriculum including VET programs, VCE (including VCE: Vocational Major) to ensure that students are able to choose subjects and programs that are tailored to their interests, strengths and aspirations
- teachers at Manor Lakes P-12 College use a Gradual Release of Responsibility 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 Manor Lakes P-12 College 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 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/cohort meetings and assemblies. Students are also 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, music programs, peer support and buddy programs, social groups, lunch clubs and activities and special events such as book week.
- all students are welcome to self-refer to the Student Wellbeing Team, 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:
 - Resilience, Rights and Respectful Relationships
 - Safe Schools
- programs, incursions and excursions are 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, peers 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
- providing coaching, mentoring and professional learning opportunities for staff in the areas of student wellbeing, curriculum and creating positive learning environments.

Targeted

- each year group has a Wellbeing Leader, Year Level/Cohort Leader and/or Head of School 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
- 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. This includes Aboriginal history and culture embedded within the curriculum, and all Indigenous students



having an Individual Education Plan in line with the [Marrung - Victorian Aboriginal Education Plan](#). See [Child Safety Policy](#) 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 including through access to Cultural Liaison Officers.
- we support learning and wellbeing outcomes of students from refugee background through participation in the Refugee Education Support Program and other cultural celebratory events.
- we provide a positive and respectful learning environment for our students who identify as LGBTIQ+ and follow the Department's policy on [LGBTIQ Student Support](#)
- 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 allied 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
- 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](#)
- all students from Year 10 and above will be assisted to develop a Career Action Plan, with targeted goals and support to plan for their future
- Manor Lakes P-12 College assists students to plan their Year 10 work experience, supported by their Career Action Plan.

Individual

Manor Lakes P-12 College 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, Positive Behaviour Support Plan and/or Safety Plan
- considering if any environmental changes need to be made, for example changing the classroom set up
- developing a modified timetable or work experience opportunities to increase engagement
- connecting with NDIS allied health/psychological providers onsite
- referring the student to:
 - school-based wellbeing and Allied Health supports



- o Student Support Services
- o Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst
- o Re-engagement programs such as Navigator, FLIP

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 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:
 - o with a disability
 - o in Out of Home Care
 - o with other complex needs that require ongoing support and monitoring.

Wellbeing and Engagement Strategies

Manor Lakes P-12 College 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. Manor Lakes P-12 College 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 including parent teacher interviews, Student Support Group meetings, informal conversations in person, by phone or email
- self-referrals or referrals from peers/parents/carers/teachers/other staff members.

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:

- Model positive behaviour to other students
- Comply with and model school values
- Behave in a safe and responsible manner
- Respect ourselves, other members of the school community and the school environment
- Actively participate in school
- Not disrupt the learning of others and make the most of our educational opportunities

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](#).

Student behavioural expectations and management

Behavioural expectations of students are grounded in our school's [Statement of Values](#) and [P-12 Positive Behaviour Matrix](#).

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, Manor Lakes P-12 College 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/Student Wellbeing Team
- restorative practices
- detentions



- positive 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 Manor Lakes P-12 College 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.

Engaging with families

Manor Lakes P-12 College 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
- 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

Manor Lakes P-12 College 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 wellbeing referral data
- student survey data
- incidents data
- school reports
- parent survey
- case management



- CASES21, including attendance and absence data
- SOCS

Manor Lakes P-12 College 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](#)

Related Policies and Resources

The following Department of Education and Training 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](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)
- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

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

- [Child Safety Policy](#)
- [Bullying Prevention Policy](#)
- [Inclusion and Diversity Policy](#)
- [Statement of Values](#)
- [P-12 Expected Behaviours Matrix](#)

Review cycle and evaluation

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| Created date | 1st August 2022 |
| Consultation | - Emailed to all School Council members for feedback and review 5th May 2023. - Nil feedback given. Council ratified all policies 10th May 2023 - Compass post to all students, guardians and staff requesting feedback sent |



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| | <p>26th of May 2023. Posts included PDFs of all policies.</p> <ul style="list-style-type: none">- All guardians with Compass App sent push notification of above post 26th of May 2023.- Newsletter notice to Primary families requesting feedback emailed 26th May 2023.- Newsletter notice to Secondary families requesting feedback emailed 26th May 2023.- Seesaw reminder post to Supported families requesting feedback sent 1st June 2023- Community consultation ended 7th June 2023.- Feedback/submissions received - nil. |
| Endorsed by | Scott Dellar, Principal |
| Endorsed on | 10th May 2023 |
| Next review date | 2 years |