



## Help for non-English speakers

If you need help to understand the information in this policy please contact our school office on 9460-6995

## 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.

Reservoir Views 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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2. School values, philosophy and vision
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## POLICY

### 1. School profile

Reservoir Views developed from the merger between the Burbank and Keon Park Primary School communities in 2009. The school is located in the northern suburb of Reservoir on the original Keon Park PS site. The new school facilities were opened in 2011 and are designed to foster collaborative learning and teaching. We have approximately 270 students enrolled from Prep to Year 6, and 39

staff members including Education Support staff, allied health staff and classroom specialist teachers.

The school is culturally diverse with 38% of families having a language background other than English (LOTE), with the largest LOTE groups being Arabic, Mandarin, Punjabi and Vietnamese. The school has on average 7% students who identify as Torres Strait Islander or Aboriginal. We are proud of our diversity and inclusive school community.

We strive to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially.

## 2. School values, philosophy and vision

Reservoir Views' 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, resilience and love of learning at every opportunity.

Reservoir Views Primary School's vision is to *create a thriving learning environment where students are empowered to succeed.*

At Reservoir Views Primary School we believe in putting the students at the centre of all our work. All our staff work to ensure that each child receives the educational experiences that will allow them to flourish in whatever path they choose to follow.

We are committed to providing our students with the skills and attitudes that will be needed in their future. We have a strong focus on developing their literacy and numeracy skills as well as deepening their curiosity, knowledge and understanding of the world around them.

Reservoir Views Primary School's values are *Courage, Connection* and *Curiosity*

These values support our students in becoming positive young people within our immediate and broader community.

## 3. Engagement strategies

Reservoir Views 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 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*
- *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 Reservoir Views Primary School use an 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 Reservoir Views 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*
- *carefully planned transition programs and documentation 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, 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 and clubs*
- *we engage in school wide positive behaviour support with our staff and students, which includes programs such as:*
  - *Respectful Relationships*
  - *Bully Stoppers*
  - *eSmart*
- *programs, incursions and excursions developed to address issue specific behaviour (i.e. Zones of Regulation)*
- *opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)*
- *buddy programs*

### Targeted

- each professional learning team has a Team Leader, a teacher responsible to liaise with the Wellbeing Coordinator regarding the health and wellbeing of students in their team’s cohort
- the school has appointed a Student Wellbeing Coordinator to act as the staff and parents point of contact for students for may need additional support
- 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 Education Plan and a Student Support Group (SSG) and will be referred to Student Support Services for an Educational Needs Assessment
- the school has a Student Wellbeing team to provide guidance and support for school staff
- staff with particular health and wellbeing roles 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

### Individual

- [Student Support Groups](https://www2.education.vic.gov.au/pal/student-support-groups/policy) A student support group is a partnership between schools, parents/ carers, the student and relevant agencies. The group works together to plan and support the educational health, social, cultural and emotional wellbeing of students with diverse learning needs.  
<https://www2.education.vic.gov.au/pal/student-support-groups/policy>
- [Individual Education Plans](https://www2.education.vic.gov.au/pal/individual-education-plans-ieps/policy) An IEP is a written statement that describes the adjustments, goals and strategies to meet a student’s individual needs so they can reach their full potential. An IEP is essential as it helps you plan and monitor a student’s unique learning needs.  
A <https://www2.education.vic.gov.au/pal/individual-education-plans-ieps/policy>
- [Behaviour - Students](#) We use positive and non punitive approaches to behaviour in a restorative manner. We teach the Zones of Regulation to support student understanding of emotions and allow them use strategies to regulate.
- [Behaviour Support Plans](#) A behaviour support plan is in place for students who need a monitored approach to their behaviours to ensure maximum success. Clearly stated expectations and goals, along with guidance in responding to triggers are identified.  
<https://www.education.vic.gov.au/school/teachers/profdev/Pages/help-children-with-behaviours-of-concern.aspx>
- [Student Support Services](#) SSS is managed through a referral process by a student’s school through the SSS Key Contact Officer. The SSS teams are comprised of professional including but not limited to; psychologists, speech pathologists and social workers.  
<https://www2.education.vic.gov.au/pal/student-support-services/policy>

as well as to other Department programs and services such as:

- [Program for Students with Disabilities](#)
- [Mental health toolkit](#)
- [LOOKOUT](#)

Reservoir Views 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 the 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
- 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 ChildFirst
  - Re-engagement programs such as Yarra Me

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
- running regular Student Support Group meetings for all students:
  - with a disability
  - in Out of Home Care
  - and with other complex needs that require ongoing support and monitoring.

#### 4. Identifying students in need of support

Reservoir Views 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. Reservoir Views 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
- information gathered during transition to school, eg pre-school/kinder, and from previously attended school
- 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
- other risk factors arising from changes in family circumstances, homelessness, and family violence.

#### 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, 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 Reservoir Views Primary School's Bullying policy.

When a student acts in breach of the behaviour standards of our school community, Reservoir Views Primary School will institute a staged response, consistent with the Department of Education and Training's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

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*
- *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 Reservoir Views 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.

## 7. Engaging with families

Reservoir Views 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

Reservoir Views 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:

- incidents data
- school reports
- parent survey
- case management
- CASES21, including attendance and absence data
- SOCS

Reservoir Views 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
- 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/carers notification requirements with respect to suspensions and expulsions outlined in the Department's policies at:

- [Suspension process](#)
- [Expulsions - Decision](#)

## FURTHER INFORMATION AND RESOURCES

*Statement of Values and School Philosophy, Bullying Prevention, Child Safe Standards* – located <https://www.reservoirviewsps.vic.edu.au/policies>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Consultation	School council September 2024 Website, ongoing consultation
Approved by	Principal
Next scheduled review date	September 2026