**STUDENT WELLBEING AND ENGAGEMENT POLICY**

 **Help for non-English speakers**

If you need help to understand the information in this policy, please contact

Clyde Secondary College, (03) 8560 0600.

**PURPOSE**

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

1. our commitment to providing a safe and supportive learning environment for students.
2. expectations for positive student behaviour.
3. support available to students and families.
4. our school’s policies and procedures for responding to inappropriate student behaviour.

Clyde Secondary 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 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
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**POLICY**

1. **School profile**

Clyde Secondary College opened in January 2022 commencing with a Year 7 intake. Clyde Secondary College abuts rapidly growing residential areas in the suburb of Clyde. The school is located at 21 Fernlea Homestead Road Clyde. The school works in partnership with the community to provide authentic learning opportunities and best academic and personal outcomes for all students. Clyde Secondary College aspires to excellence in education, consistent with the vision for the Education State.

Clyde Secondary College is a Supported Inclusion School, which models excellence in inclusive education in its school culture, leadership and teaching practices. Supported Inclusion Schools combine a level of targeted support and built design specifically for students with additional needs, supporting stronger integration than is available in a standalone special school. The school holds registration as a mainstream school and has fully integrated specialist provision that has capacity for 100 students with a disability, with its own enrolment criteria. Students with disabilities are provided enhanced support to attend mainstream education classes to the greatest extent possible in a safe, accessible and supportive environment.

**Commitment to excellence and inclusion**

As a new school in a rapidly growing suburb, Clyde Secondary College delivers the highest quality of education for all learners. As a Supported Inclusion School, Clyde Secondary College will set a strong culture of inclusion at a whole-of-school level.

The innovative and evidence-based schools design is flexible and allows schools to have students with special needs in the classroom with their peers, utilise smaller spaces and/or run stand-alone classes depending on the cohort of students.

Clyde Secondary College will build the capabilities of staff to deliver excellence by responding to the diverse needs of their students. Clyde Secondary College provides access to a suite of Department educational resources and programs that support exemplary inclusive practice.

Upon opening in 2022 Clyde Secondary College with year 7 students only, the school will add a year level each subsequent year:

* 2023 - year 8
* 2024 - year 9
* 2025 - year 10 (with some VCE provision)
* 2026 - year 11 VCE and VCE Vocational Specialisation
* 2027 - year 12 VCE and VCE Vocational Specialisation

When building stage 1 & 2 are complete Clyde Secondary College has capacity for 1300 students, including up to 100 students as part of the Supported Inclusion School.

1. **School values, philosophy and vision**

Clyde Secondary College fosters a love of learning. We respect inclusion, diversity and indigenous heritage. We aspire for continuous improvement in all our students as they grow into adulthood. We live by our motto, “Excelling together, valuing the individual” and look forward to our students emerging as empowered young adults who are resilient, highly productive, successful global citizens.

**MISSION**

Our mission at Clyde Secondary College is to provide a rich, inclusive and diverse learning experience with strong held school values for all students and for all students to be resilient, confident and respectful global citizens with a desire for learning and tolerance and acceptance towards all members of our community.

**OBJECTIVE**

Our objective at Clyde Secondary College is for our students and community to ‘REACH’ to outstanding post school destinations, becoming active participants in a global society with a strong sense of self and of others.

**VALUES**

Clyde North Station Secondary College’s (interim name) motto is ‘Excelling together, valuing the individual’; our values are intrinsically linked to this motto as we REACH to do our best every day:

* **R**espect
* **E**xcellence
* **A**spire
* **C**uriosity
* **H**onesty

**Respect -** Respecting oneself, others and the school environment. Having honour or regards for

the worth of others

**Excellence -** Strive for personal best, continual improvement and working with our full potential

**Aspire -** Direct our ambitions towards achieving our dreams and be the best that we can be

**Curiosity -** Seek out and explore in our learning and life

**Honesty -** To always be truthful and act with integrity by doing the right thing even when no-one is watching

1. **Wellbeing and Engagement strategies**

Clyde Secondary 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.

Students with a disability at Clyde Secondary College will engage in academic instruction alongside their same age peers without disabilities, in whole class groups. Staff will practice positive behavioural supports and interventions to engage students – preventing behaviour and teaching and reinforcing skills. The school staff will be encouraged and supported to deliver best practice in developing self-determination skills in students including self-awareness, assertiveness, problem-solving and self-advocacy skills.

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.
* Providing enhanced support to students with additional needs to create a safe, accessible and supportive environment.
* 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 to ensure that students are able to choose subjects and programs that are tailored to their interests, strengths and aspirations.
* Teachers at Clyde Secondary College use a comprehensive Teaching and Learning Model (TLM) to ensure an explicit, common and shared model of instruction and to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons.
* Teachers at Clyde Secondary 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 and School Philosphy 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, 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 peer support programs.
* All students are welcome to self-refer to the Student Wellbeing Team, Sub School Leaders, 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:
	+ - * Respectful Relationships
			* Bully Stoppers
			* Safe Schools
* programs, incursions and excursions developed to address issue specific 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.

##  Targeted

* Each year group has a Year Group Leader/Coordinator, a senior teacher responsible for their year, 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
* An inclusion leader will have the role of overseeing and supporting students with additional needs, working with them and the relevant staff, including but not limited to their teachers, sub school leaders and wellbeing.
* Koorie students are supported to engage full in their education, in a positive learning

environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture - refer to our Actin Plan Aboriginal Learning, Wellbeing and Safety for further information.

* Our English as a second language students are supported through our AL 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 background through refugee background.
* 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 Learning Plan and a Student Support Group (SSG) and 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 though 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 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
* Clyde Secondary College assists students to plan their Year 10 work experience, supported by their Career Action Plan

## Individual

* Student Support Groups
* Student Wellbeing and Inclusion team
* [Individual Education Plans](https://www2.education.vic.gov.au/pal/individual-education-plans-ieps/policy) and [Behaviour Support Plans](https://www2.education.vic.gov.au/pal/behaviour-students/guidance/6-behaviour-support-plans)
* [Program for Students with Disabilities](https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/psd.aspx)/Disability Inclusion Profile
* Referral to ChildFirst, Headspace, private psychologists

Clyde Secondary 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 Learning Plan and/or a Behaviour Support Plan
* considering if any environmental changes need to be made, for example changing the classroom set up, using alternative communication techniques to engage with the curriculum, or making accommodations for assessment conditions
* 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 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 Plans 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
		- and with other complex needs or identified as ‘at risk’ that require ongoing support and monitoring
1. **Identifying students in need of support**

Clyde Secondary College is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing and Inclusion team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing.

Each student with a disability will have a student support group (SSG) comprising the assistant principal or sub school leader, the classroom teacher and the parent/guardian/carer. Clyde Secondary College understands that collaborating with families is an important element of inclusive education. Our school and teachers will endeavour to develop a partnership with families during the initial transition to ensure positive outcomes for the student for their entire time at Clyde.

The initial meeting of the SSG will develop an Individual Learning Plan and Behaviour Support Plan (if required). It will also document what additional reasonable adjustments may need to be made to support the student. Regular meetings (depending on student need) aim to discuss progress towards learning goals and agree on any changes required to the supports being provided.

Clyde Secondary 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
* self-referrals or referrals from peers
* involvement in incidents requiring external agencies such as Vic Police or DFFH Child Protection
* advice from allied health professionals.
1. **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. Further information about raising a complaint or concern is available in our Complaints Policy.

1. **Student behavioural expectations and Management**

Behavioural expectations of students, staff and families are grounded in our school’s Statement of Values/ Student Code of Conduct. Student bullying behaviour will be responded to consistently with Clyde Secondary College’s Bullying policy.

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 out Bullying Prevention Policy.

Student safety is paramount to the college. Where there is a direct risk to students safety through violence, or multiple students in a cubical, the college will be taking immediate action and consequences including a suspension will occur.

**Positive Behaviour and Respectful Interactions**

 To assist in embedding strengths-based practice, Clyde Secondary College implements Positive Behaviour and Respectful Interactions process. It is based on the SWPBS framework for creating safe and positive learning environments in schools, while improving the social-emotional and academic outcomes for students. It utilises a preventative approach that relies on research-based practices, including developing clear behavioural expectations, teaching these expectations, acknowledging appropriate behaviour, consistently correcting inappropriate behaviour, and using behavioural data to systematically solve problems

When a student acts in breach of the behaviour standards of our school community, Clyde Secondary College will institute a staged response, consistent with the Department’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, through the embedded practice of student voice.

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 Student Management Team
* restorative practices
* detentions
* behaviour reviews
* 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 Clyde Secondary 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.

1. **Engaging with families**

Clyde Secondary 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.
1. **Evaluation**

Clyde Secondary 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 survey data
* incidents data
* school reports
* parent survey
* case management analysis
* CASES21 data
* Student Online Case System (SOCS) interrogation

Clyde Secondary 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](https://www2.education.vic.gov.au/pal/suspensions/guidance/1-suspension-process)
* [Expulsions - Decision](https://www2.education.vic.gov.au/pal/expulsions/guidance/decision)

**FURTHER INFORMATION 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 are also relevant to this Student Wellbeing and Engagement Policy:

* + Child Safety Policy
* Bullying Prevention Policy
	+ Inclusion and Diversity Policy
	+ Statement of Values and School Philosphy

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed  | July 2022 |
| Consultation  | Term 3, 2023 |
| Approved by  | Principal   |
| Next scheduled review date  | Term 3, 2023 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 1-2 years thereafter. The review will include input from students, parents/carers and the school community. |