



Student Wellbeing and Engagement Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Box Hill North Primary School on 03 9890 5023 or box.hill.north.ps@education.vic.gov.au.

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.

Box Hill 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.

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2. School values, philosophy and vision
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POLICY

1. School profile

Box Hill North Kindergarten and Primary School is the heart and soul of the community; a place where dreams are made and extraordinary things happen.

We are in the unique position of having a kindergarten central to our onsite facilities, offering a genuine nine year learning experience. Students seamlessly transition from kinder into the primary setting in preparation for Year 7 and beyond.

Our commitment is to nurture and develop each Box Hill North student so that they enter secondary education with the skills, knowledge and values necessary to achieve.

Our friendly staff are dedicated to the individual journey of every child. Learning starts with us; to ensure that our teaching programs and skills are progressive, Box Hill North fosters an environment of lifelong learning through ongoing professional development. We incorporate structures to measure the impact of our teaching, in order to maximise student learning.

Small Classes

We value spending quality time with our students and structure our classes to reflect low student-to-teacher ratios. Our current Prep, Year 1 and Year 2 classes have 15 students per class, allowing plenty of 1:1 time to accelerate learning. Our education support staff are invaluable to the learning environment and play a key role in the development of our students.

Student Wellbeing

Our 'house' system is structured similar to Hogwarts. All families and staff belong to a house that is led by a house master, with an overarching focus on pastoral care. We use this approach to engage a strong sense of pride within our students. Building relationships is key to our house system, providing opportunity for students to be connected beyond their actual class, and assisting with relationships during play times and other educational activities.

Sustainable Living

We take great pride in our 5 Star Resource Smart accreditation. Sustainable approaches to living are embedded into our daily practice and can be seen by the way we manage waste, care for our chickens and harvest from our edible playground. Students gain valuable skills, knowledge and practical experience on how to minimise their environmental footprint for a sustainable future.

Our Results

Our exceptional staff and programs ensure that the students of Box Hill North consistently achieve outstanding academic results, as well as a holistic, well-rounded education. As students' progress through our kinder and school, they acquire strong capabilities of independence, confidence and a genuine passion for learning. Our students are inspired to learn through intrinsic motivation. They develop essential skills in communication, collaboration and critical thinking, with the ability to transfer and apply knowledge to unfamiliar learning tasks. Over 90% of our students demonstrate proficiency above expected levels in literacy and numeracy, supported by our purposefully designed teaching and learning programs.

Our Facilities

A combination of extensive outdoor space with an enrolment of 300 students, helps foster a tight and supportive community, built on positive and personal relationships. Our kinder is central to our grounds and promotes a genuine sense of curiosity, both indoors and in the developmental play space. Students readily spend time connecting with each other in the surrounds of the edible playground and chickens. Our learning spaces are well- resourced, appropriate to each developmental stage of learning. You will often find parents hosting gatherings around the pizza oven.

2. School vision, mission, aim, objective and values

Box Hill 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, integrity and kindness at every opportunity.

Box Hill North Primary School's vision is to inspire curious minds through innovative thinking to build a harmonious and sustainable world.

Box Hill North Primary School mission is to challenge and support every child, every day, in a safe and engaging learning environment that fosters lifelong learning and personal best.

Box Hill North Primary School aims is to provide a safe, supportive, and stimulating environment that fosters a holistic education based on the core values of compassion, courage, creativity, and ambition. The school's objective is to inspire curious minds through a nine-year learning journey, from kindergarten to primary school, with a focus on lifelong learning and empowering students to become confident, successful individuals who make a positive impact on our community.

Box Hill North Primary School's core values are Courage, Creativity, Compassion, and Ambition. These values are promoted through its teaching and a safe, engaging learning environment that inspires curiosity and prepares students for the future.

- **Courage:** The school encourages students to develop confidence and resilience to face challenges.
- **Creativity:** It fosters an environment that inspires curiosity and innovation in learning.
- **Compassion:** The school aims to develop a community where students are kind and respectful towards one another.
- **Ambition:** It supports students in striving for their goals and developing a genuine desire to learn.

Our Statement of Values is available online via our Statement of Values and School Philosophy at: <https://bhnps.vic.edu.au/policies-documents/>

3. Wellbeing and engagement strategies

Box Hill North Primary School 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
- Prioritising 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 Box Hill North Primary School use an BHN instructional framework based on the Gradual Release of Responsibility 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 Box Hill 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 support students moving into different stages of their schooling
- Acknowledging positive behaviour and student achievement in the classroom, and formally in school assemblies, newsletters and communication via compass/emails or phone calls is made to parents.
- Monitoring 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, pivot surveys and student opinion to school surveys. Students are also encouraged to speak with their teachers, Year Level Coordinator, Assistant Principal and Principal whenever they have any questions or concerns.
- All students are welcome to self-refer to the Student Wellbeing Coordinator, school councillor, PLC coordinator 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:
 - SWPBS
 - Respectful Relationships
 - Safe Schools
- Programs, incursions and excursions developed to address issue specific needs or behaviour (i.e. De escalation Training)
- Opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- Buddy 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. Please refer to the Complaints policy.

Targeted

- Each year group has a Team Leader who is 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
- 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**.
- 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 whole school involvement in special cultural days.
- We provide an inclusive environment at Box Hill North where all students and families are accepted. 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 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 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](#)

Individual

Box Hill 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 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 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 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.

Extra supports available to our students and educators to assist with wellbeing and engagement strategies

- [Student Support Groups](#)
- [Individual Education Plans](#)
- [Behaviour – Students](#)
- [Behaviour Support Plans](#)
- [Student Support Services](#)

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

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

4. Identifying students in need of support

Box Hill 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 help identify students in need of support and enhance student wellbeing. Box Hill North

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
- 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

Behavioural expectations of students are grounded in our school's Statement of Values/Student 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.

When a student acts in breach of the behaviour standards of our school community, Box Hill 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 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
- 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 Box Hill 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

Box Hill 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

Box Hill North 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 survey data
- incidents data – Edusafe and Compass Pulse Data
- school reports
- parent survey
- case management

- CASES21, including attendance and absence data
- SOCS

Box Hill North 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 in transition and enrolment packs
- Included in student diaries so that it is easily accessible to parents, carers and students
- 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

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:

- Child Safety and Wellbeing Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 4 – November 2025
Consultation	School Council - Term 4 2025
Approved by	Anna Johnstone – Principal
Next scheduled review date	Term 4 - November 2027