Katunga Primary School

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Katunga Primary School

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**Student Engagement Policy—2020 School Profile Statement**

Katunga Primary School was established in 1952 and services the Katunga community and families in the surrounding area. Katunga Primary School will provide the community with an educational environment that will deliver the best possible outcomes for all children, irrespective of their background or circumstances. The current student enrolment is 89 students.

The school places an emphasis on high levels of parent participation in all aspects of school life. We believe that all of us, working together, will achieve the best possible educational outcomes for the children. The aim is to promote the link between wellbeing and learning in every aspect of the curriculum, school culture and environment. We are committed to providing a safe, supportive and stimulating learning environment where teachers have high expectations for student learning.

At Katunga Primary School a high priority is placed on the development of each and every students literacy and numeracy skills. We acknowledge that our students have varying skills and abilities and that they learn in diverse ways and progress at different rates. Consequently, we provide quality teaching to ensure all students build firm foundations to achieve their personal best in all of the key learning areas.

The school provides a harmonious and happy learning environment where children are cared for and treated with respect. The programs at the school provide a broad and challenging curriculum that enables all students to learn at their own pace to achieve both their academic and social potential. The school building is relatively new. We moved into the new school in 2010 after being involved in the State Government initiative “Building Futures”. We have five state of the art classrooms that allow for and support innovative teaching practises, improve student learning outcomes and provide a safe learning environment for all students.

Katunga Primary School

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**Student Engagement Policy—2020 Whole-school Prevention Statement**

The core values at Katunga Primary School are:

Everybody has a right to learn

Everybody has the right to be safe

Everybody has the right to be respected

The *“Katunga Kids are Friendly Kids”* program is implemented across the school as well as aspects of a Building Resilience program. The principles reinforced through this program are Courtesy, Respect, Cooperation and Responsibility. These principles support and reinforce our three school values. Each Term there is a focus on one of these elements and then each week an emphasis is placed on a particular aspect. For example, the Term 1 focus is “Courtesy”. Each week in Term 1 there is a particular aspect of Courtesy that is emphasised such as Playing Together, Listening and Being Helpful. The weekly focus is discussed at the whole school assembly on Monday morning and then reinforced in the classroom throughout the week with follow-up activities. We have also implemented Mindfulness into each classroom after the recess and lunch breaks. This gives the students an opportunity to wind down after being active and gets their mind into a space ready for learning.

The school shares high expectations with the whole community and accept that student well-being is everyone’s responsibility. We have a belief that students can reach their full educational potential only when they are happy, healthy and safe and when there is a positive school culture to support them.

Our positive school culture ensures that students feel valued and cared for, have meaningful opportunities to contribute to the school and can effectively engage in their learning.

Katunga Primary School

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**Student Engagement Policy—2020 Whole-school Prevention Statement**

The whole school curriculum plan is developed with the aim of providing the students with a learning environment that is stimulating, challenging and targeted to meet the needs of the individual student. The school community at Katunga Primary School expects the school to have a strong focus on the core subjects of English and Mathematics. The teachers at the school have a commitment to these subjects and the implementation of best practice in curriculum planning, lesson delivery and student assessment across the school. It is acknowledged that student achievement is a responsibility that is shared by all teachers.

In 2018 the Katunga Primary School staff began implementation of an Instructional Model in all classrooms. This model is based on the High Impact Teaching Strategies (HITS) and ensures each child has an opportunity to learn to the best of their ability. We have also revised our Literacy and Numeracy Achievement Programs which we developed in 2014.

Our classroom teachers are complemented by the strength of the specialist teacher program in the school. Part-time teachers are employed to provide specialist areas of Art, Library, Physical Education and AusLan. We also run a privately run Music program through Dilmac Entertainment on a user pay basis. Cultural performance and incursions are planned and implemented across the school year and schools in our immediate vicinity are invited to join Katunga Primary School in these activities. The students also participate in programs throughout the year such as swimming, interschool sport, cross country running and interschool athletics. Theme days that involve the students from across the Grades occur regularly and form the basis for further classroom activities.

 The staff are given a whole school planning day each Term to plan in a collaborative fashion. Planning in this manner enables the teachers to provide a learning environment where the students have an opportunity to strengthen their understanding across all areas of the curriculum.

Katunga Primary School

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**Student Engagement Policy—2020 Programs and Strategies being implemented to promote student engagement, high attendance and positive behaviours.**

Specialist classes such as Library, Art, Physical Education and AusLan.

Dilmac Entertainment Music Program.

Awards such as Student of the Week, Spottos, award charts, raffle tickets, attendance certificates, Mindfulness Stars of the week, classroom prize boxes and stickers.

Camps, whole school and local excursions and incursions involving Foundation—Grade 6 students.

Physical Education program includes class P.E. sessions, interschool sport, Division and Region participation available, cross country, swimming, athletics, Jump Rope for Heart.

Whole school curriculum planning days.

State of the art teaching facilities, large shaded area and playground, very spacious grounds including a large football ground and netball, basketball, tennis courts.

Buddy system for Foundation—Grade 6 students.

Student leadership position including School Captains and Class Captains.

Parental involvement by listening to reading in classrooms, a Parent’s Club, fundraising, special activity days.

Katunga Kids are Friendly Kids program, Aspects of Positive Behaviours in Schools program.

Be You program, Mindfulness and Restorative Practices.

Literacy and Numeracy Leaders.

Cross-age activities such as Junior School Council activities.

Katunga Primary School

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**Student Engagement Policy—2020 Policy Statement**

As stated in our Whole School Prevention Statement, the values program at Katunga Primary School is based on the following shared assumptions:

Everybody has the right to learn

Everybody has the right to be safe

Everybody has the right to be respected

The *“Katunga Kids are Friendly Kids”* program is implemented across the school. The principles of Courtesy, Respect, Cooperation and Responsibility all reinforce the three values outlined above.

The school places an emphasis on high levels of parental participation in all aspects of school life. We believe that all of us, working together, will achieve the best possible educational outcomes for the students.

The whole school curriculum plan is developed with the aim of providing the students with a positive learning environment that is stimulating, challenging and targeted at the needs of the individual student. One of the expected outcomes of providing a positive learning environment is that this will lead to high levels of student engagement and lower rates of absenteeism across the school.

Ensuring that students attend school every day is a shared responsibility of all parents/carers, students and the school. Illness, accident, an unforeseen event or an unavoidable cause are reasonable, and the most common, excuses for a student missing school.

Katunga Primary School

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**Student Engagement Policy—2020 Policy Statement**

It is an expectation that Parents/Carers will:

Ensure that their child attends school at all times when school is open for instruction.

Promote and provide support to their child for full attendance and participation at school.

Ensure that their child is on time for school.

Notify the school at the earliest opportunity of the child’s absence.

Ensure that contact details for the child are correct and up to date.

It is an expectation that Students will:

Attend school at all times when school is open for instruction and arrive at school on time.

Provide a written explanation from parents/carers to their teacher when they have been absent.

Work co-operatively with the school to develop personal attendance improvement goals and strategies when their attendance has been inconsistent.

It is an expectation that the school will:

Ensure student attendance is recorded twice a day.

Maintain accurate attendance records on CASES.

Pursue and record an explanation for every absence.

Develop individual plans for students whose attendance record is impacting on their academic achievement.

*The Department of Education and Training outlines guidelines to this policy in further detail. The document is available at the school on request or online at:*

*http://www.education.vic.gov.au/school/principals/participation/Pages/engagepol.aspx*

Katunga Primary School

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**Student Engagement Policy—2020 Targets and Goals**

The engagement and wellbeing goal and targets within the School Strategic and Annual Implementation Plan provide for the development of a whole-school environment that fosters positive student behaviour.

Student opinion is measured through the annual Attitude to School survey that is completed by students in Grades 4, 5 and 6. The following goals, targets and improvement strategies relating to Student Engagement and Wellbeing are taken from the school’s Strategic Plan. This will be updated following the School Review in Term 1 2020.

Goals

￼

Targets

￼

Key Improvement Strategies

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Katunga Primary School

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**Student Engagement Policy—2020 Values and Expectations**

The following matrix was designed in consultation with the Katunga Primary School students in 2016. This matrix forms a part of our Positive Behaviours in Schools model which is used in conjunction with the *“Katunga Kids are Friendly Kids”* program.

Katunga Primary School

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**Student Engagement Policy—2020 Rights and Responsibilities**

When developing Rights and Responsibilities Katunga Primary School has considered its legal responsibilities under the following relevant legislations.

Equal Opportunity Act 2010—All members of the school community will be treated equally regardless of age, gender identity, impairment, physical features, race or religious belief.

Charter of Human Rights and Responsibilities Act 2006—At Katunga Primary School we affirm that all people are born free and equal in dignity and rights.

Disability Discrimination Act 1992 under Disability Standards for Education 2005—The standards cover enrolment, participation, curriculum development, student support services and harassment and victimisation.

Education and Training Reform Act 2006—Katunga Primary School provides for a high standard of education and training for all students.

Child Safe Ministerial Order 870

Child Safe Standards

**Katunga Primary School is also very strong its belief that we do not or will not use corporal or capital punishment as any form of punishment or discipline. Corporal or capital punishment is not permitted at Katunga Primary School.**

Every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect.

*The above mentioned legislation can be found online by clicking on the following links:*

*Equal Opportunity Act 2010: http://www.education.vic.gov.au/school/principals/participation/Pages/engagepol.aspx*

*Charter of Human Rights and Responsibilities Act 2006: http://www.austlii.edu.au/au/legis/vic/consol\_act/cohrara2006433/*

*Disability Discrimination Act 1992: http://www.austlii.edu.au/au/legis/cth/consol\_act/dda1992264/*

*Education and Training Reform Act 2006—http://www.education.vic.gov.au/about/department/legislation/Pages/act2006.aspx*

*Child Safe Ministerial Order - https://www.vrqa.vic.gov.au/childsafe/Pages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf*

*Child Safe Standards—https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/*

Students

Every child has a right to:

Learn and play in a safe, happy school environment without interference.

A curriculum which encourages and acknowledges excellence.

Access any support which will assist them to achieve their potential.

Be valued as individuals, free from discrimination.

Know what is acceptable behaviour and the consequences of unacceptable behaviour.

Every child has a responsibility to:

Give of his/her best effort in all activities.

Allow others to work free from interruption.

Show consideration and courtesy to all members of the school community including peers, teachers, parents and visitors.

Value and care for school equipment and buildings.

Value and care for other people’s possessions.

Contribute to the development of school values and to observe these rules.

Katunga Primary School

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**Student Engagement Policy—2020 Rights and Responsibilities**

Parents

Every parent has a right to:

Be acknowledged as an integral participant in their child’s education.

Be aware of the policies, practices and curriculum at the school.

Access support through the school and outside agencies that will benefit their child.

Discuss their child’s progress with the teachers and principal.

Information regarding their child’s development through verbal and written reports.

Be valued as individuals, free from discrimination.

Participate in the programs provided by the school.

Participate in school governance through the election process of school council.

Become a member of the Parents Club.

Every parent has a responsibility to:

Acknowledge that the education of their child is a partnership between teachers and parents.

Portray the school in a positive light in the home environment and in the general community.

Show consideration and courtesy to all members of the school community including children, teachers, other parents and visitors.

Contribute to the development of school values and to observe these rules.

Katunga Primary School

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**Student Engagement Policy—2020 Rights and Responsibilities**

Teachers

Every teacher has a right to:

Work in a school environment where the values of courtesy, respect, responsibility and cooperation are promoted.

Contribute towards a curriculum which encourages and acknowledges excellence.

Participate in professional development activities which will assist them to develop their skills.

Be valued as individuals, free from discrimination.

Participate in school governance through the election process of school council.

Be supported in their work environment through the Industrial Agreement.

Every teacher has a responsibility to:

Acknowledge that the education of the students is a partnership between teachers and parents.

Portray the school in a positive light at school and in the general community.

Show consideration and courtesy to all members of the school community including children, other teachers, parents and visitors.

Contribute to the development of school values and to observe these rules.

Adhere to the conditions defined in the Industrial Agreement in 2017.

For further information on the Industrial Agreement click on the following link:

https://www.education.vic.gov.au/hrweb/Documents/VGSA-2017.pdf

Katunga Primary School

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**Student Engagement Policy—2020**

**Shared Expectations—School, Parents/Carers, Students**

The Katunga Primary School wishes to promote a productive and harmonious learning environment. The Student Engagement Policy seeks to establish the School’s guiding principles and practices for the management of student discipline and welfare whilst encouraging tolerance and respect for culture, gender, religion, race and disability.

Principles

Katunga Primary School is committed to providing for all students and staff in a safe, caring and positive working environment in which discipline and welfare are seen as interrelated. We recognise that students will develop fully in an environment where they feel accepted and respected, and experience a sense of personal worth.

School Rules

To ensure an optimum learning environment for students both within the precincts of the school and the wider community students are expected to:

Behave in a courteous and co-operative manner.

Respect the physical and emotional well-being of all members of the school community.

Show respect for their own property, the property of others and that of the school.

Behave responsibly when in public to promote and enhance their image and that of the school.

Katunga Primary School

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**Student Engagement Policy—2020**

**Shared Expectations—School, Parents/Carers, Students**

Approach to Discipline

The Katunga Primary School considers it important to adopt a positive approach to the management of student behaviour, which encourages mutual respect and courtesy, and develops and acknowledges personal responsibility and self-discipline.

The School is committed to the following strategies:

Recognise individual differences.

Resolve discipline matters at school level.

Acknowledge and reinforce exemplary behaviour.

Encourage and support students to develop their talents, interests and ambitions.

Promote a positive school spirit.

Apply its responsibility to students in a fair and consistent manner.

Foster a positive and responsible approach to learning.

We are committed to adhere to the Inclusion and Diversity principles as set out by the Victorian Department of Education in 2018.

Katunga Primary School

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**Student Engagement Policy—2020**

**Shared Expectations—School, Parents/Carers, Students**

Sanctions

In cases where student misbehaviour occur, one or more of the following consequences will be applied:

Counselling and/or caution by the teacher.

Referral to the Principal.

Parental contact.

Completion of set tasks to reinforce discipline requirements.

Referral to DET approved agencies.

Loss of privileges.

Repair or replacement for damage to the school and/or individual property.

Discipline meetings.

Suspension procedures.

Expulsion in accordance to DET guidelines.

In dealing with misconduct the Katunga Primary School will use a range of strategies appropriate to the nature of the misconduct. Where appropriate parents and departmental staff will be consulted to ensure a staged approach is undertaken. Where a student’s behaviour is sufficiently serious to warrant suspension or expulsion, the school will adopt the procedures outlined in the DET Student Engagement Guidelines.

*The Student Engagement Guidelines can be found by clicking on the following link. http://www.education.vic.gov.au/school/principals/participation/Pages/studentengagementguidance.aspx*

Katunga Primary School

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**Student Engagement Policy—2020**

**Guidelines for outdoor activities**

|  |  |
| --- | --- |
| **Student Questions** | **Responses** |
| **When should I see the teacher on duty?** | 1. If you or someone else is unwell or injured unless it is an emergency, then got to the office or staffroom for assistance.
2. If you recognise an unsafe area of play or others playing unfairly or unsafely.
3. If a piece of sports equipment goes out of bounds or on the roof.
4. If you find school property or someone else’s property lying around the yard.
 |
| **Am I Sunsmart?** | 1. Wear a wide brimmed or bucket hat each day during Terms 1 & 4.
2. Play in shaded areas on hot days.
 |
| **Do I show respect?** | 1. Enter and leave classrooms quietly and orderly.
2. Play kindly and fairly, take turns and include others in your games. (Bullying is not tolerated)
3. Speak and respond politely to other students, staff, parents and visitors to the school.
4. Be responsible for your own property and the property of others.
5. Share the play equipment and use it for its correct purpose.
 |
| **What can I do to keep the school clean and tidy?** | 1. Place all waste in the bins provided.
2. Pack up sports equipment on the first bell and return it to its correct location.
 |
| **Student Questions** | **Responses** |
| **How can I move and play safely?** | 1. Avoid running in and around the toilet block, inside or close to buildings, under undercover ways or around the eating area.
2. Avoid dangerous and rough games such as British Bulldogs, tackling in football without an adult umpire, play fighting using sticks or throwing items such as tanbark, sand and stones.
3. Refrain from jumping from play equipment or using school fences or rails as climbing or swinging frames.
4. Use play equipment for what it is designed for. Do not play chasey games on the playground.
5. Walk bicycles and scooters whilst in the school grounds.
6. Obey the rules of an umpire and if an umpire is not possible play responsibly and fairly.
 |
| **Where should I be?** | 1. Remain outside during recess and lunchtimes unless there is an emergency.
2. Wait for an announcement for wet weather/hot weather timetables.
3. Eat in designated area.
4. On the first bell stop playing, pack up and go line up at classrooms.
5. At end of the day bus travellers to line up at bus shelter.
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**Student Engagement Policy—2020**

**Guidelines for outdoor activities continued**

Katunga Primary School

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**Student Engagement Policy—2020**

**Consequences for bad behaviour**

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| --- | --- | --- |
| **Level of Behaviour** | **Behaviour Exhibited** | **Examples of Consequences** |
| **1** | 1. Attending school regularly.
2. Obeying the school rules.
3. Respect the rights of others.
4. Co-operative behaviour.
5. Consistent effort.
6. Leadership qualities.
 | **Positive reinforcement**1. Receive praise.
2. Receive spottos, stickers, attendance certificates, Mindfulness Star certificate, reward box items...
 |
| **2** | 1. Inappropriate behaviour in the classroom or playground.
2. Disobeying school rules—minor offence.
 | 1. **Initial consequence for inappropriate behaviour**Mark on board or spoken to by teacher reminding to improve behaviour.Temporary removal from regular classroom.Withdrawal of privileges.
 |
| **3** | 1. Persistent inappropriate behaviour.
2. Bullying including cyber bullying.
3. Stealing.
4. Swearing.
5. Disobeying school rules, showing disrespect, causing others to feel unsafe, disruption to student learning or property damage.
 | 1. Principal notified.
2. Parent conference.
3. Removal from class or playground for a period of time.
4. Recess and/or lunchtime detention.
5. Referral to SSSO if deemed necessary.
6. Targeted intervention strategies.
 |
| **Level of Behaviour** | **Behaviour Exhibited** | **Examples of Consequences** |
| **4** | 1. No improvement in behaviour over time.
2. Persistent or serious bullying including cyber bullying.
3. Persistent or serious breaking of school rules, showing disrespect, causing others to feel unsafe, disruption to student learning or property damage.
 | **Pre Suspension Notice**1. Principal notified.
2. Parent conference.
3. Removal from class or playground immediately.
4. Recess and/or lunchtime detention.
5. Referral to SSSO.
6. Targeted intervention strategies.
 |
| **5** | 1. Deterioration of behaviour over time.
2. Serious or persistent bullying including cyber bullying.
3. Persistent or serious breaking of school rules causing staff and or students to feel unsafe or injured.
4. Continued disruption to student learning or property damage.
 | **Suspension Process**1. Principal to follow DET guidelines.
2. Parent conference.
3. In school or out of school suspension.
4. Targeted intervention strategies.
5. Support group meetings.
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Katunga Primary School

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**Student Engagement Policy—2020**

**Consequences for bad behaviour**

**Consequences for bad behaviour**

|  |  |  |
| --- | --- | --- |
| **Level of Behaviour** | **Behaviour Exhibited** | **Examples of Consequences** |
| **6** | 1. Serious breaking of school rules causing disrespect and staff and/or students to feel unsafe or injured.
2. Serious disruption to student learning or serious property damage.
 | **Expulsion Process**1. Principal to follow DET guidelines.
2. Support group meetings.
3. Expelled from school.
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Katunga Primary School

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**Student Engagement Policy—2020**

**Consequences for bad behaviour**

Katunga Primary School

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**Student Engagement Policy—2020**

**Anti Bullying**

Rationale

Unfortunately bullying behaviours can occur at any time during school. At Katunga Primary School bullying behaviours are not accepted or tolerated. Bullying which goes unnoticed can have a negative impact on teaching and learning within the school. Due to this we have a duty of care to all members of the school community to take action against bullying.

At Katunga Primary School we take bullying seriously and we will intervene in a way to deal with incidents of bullying in the school in a timely and consistent fashion. We have developed basic approaches and strategies that will be used when dealing with incidents of bullying. The strategies used are of a preventative and responsive nature to ensure that we are doing all we possibly can to alleviate bullying at Katunga Primary School.

Definition of Terms

At Katunga Primary School bullying may be defined as *repeated violence, physical or psychological, against a victim unable to defend herself/himself.*

It can take a number of forms, for example teasing, threats, assault, property threat or damage and gestures.

The term bullying also includes acts of sexual, racist or disability harassment. Bullying can occur between adults, between students as well as between students and adults in the setting of the school. The terms bully and victim are shorthand terms we use, because most people understand, through the use of those terms, the dynamic which we are addressing. We do not seek to negatively label individuals who are involved in bullying. We acknowledge that individuals who bully others are not bullies in every situation. We similarly acknowledge that victims of bullying are not victims in every situation.

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**Student Engagement Policy—2020**

**Anti Bullying**

Values and Beliefs

At Katunga Primary School we believe that:

Students have a right to learn in safety. Where students are not safe their capacity to learn is affected.

Adults, in the setting of the school, have a right to teach and work in safety. Where adults do not feel safe they cannot teach and work effectively.

All members of the school community have a right to respectful, fair and decent treatment.

We value diversity and tolerance. Despite our differences (ability, race, gender, appearance or background) we can learn and work together in a productive way.

We believe that individuals who have been harmed by bullying need to be believed and protected from further harm.

We believe that the harm done by bullying can be repaired, in general, through taking educative, non-punitive responses, which aim at restoring the balance in relationships, which have been affected by bullying.

We also believe that in the case of repeat offences, firm and explicit action needs to be taken.

Katunga Primary School

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**Student Engagement Policy—2020**

**Anti Bullying**

Preventative Strategies

Education and promotion of the school’s Anti-Bullying Policy through the *Katunga Kids are Friendly Kids,* Mindfulness Program *and Be You programs* as well as posters, assemblies and the promotion of positive behaviours.

Productive and respectful working relationships established between all members of the school community.

Classroom rules, routines and processes negotiated and applied consistently.

Adequate supervision of students during breaks, on playgrounds, ovals…

Modelling of appropriate problem-solving, non-aggressive behaviours by adults in the school.

Active intervention when bullying occurs.

Skilling of students and staff in conflict resolution strategies including peer mediation.

**Intervention Pathways for Dealing with Reported Incidents**

All cases of bullying, which are reported, will be followed up by the teacher/principal. Members of the school community are encouraged to report bullying and can do so through a number of people:

Parents, Teachers & the Principal

Reported cases can be dealt with appropriately in a manner that addresses the individual and specific needs of the person and the situation. In every case, we at Katunga Primary School ensure:

That victims are believed and that we do all we can to help the victim feel safe.

That the principles of natural justice and due process are followed in regard to students reported for bullying.

Katunga Primary School

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**Student Engagement Policy—2020**

**Anti Cyber Bullying**

Rationale

Young people have fully embraced the use of information and communication technologies to maintain contact with friends and make new ones. They send emails, create their own websites, post intimate personal news in blogs (online interactive diaries), send text messages and images via cell phones, message each other through IMs (instant messages), chat in chatrooms, post to discussion boards, and seek out new friends in teen community sites.

While most interactions are positive, there are increasing reports of these technologies being used to harass and intimidate others. This has become known as cyber bullying.

Definition

***Cyber Bullying*** is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, pre-teen or teen using the Internet, interactive and digital technologies or mobile phones. It has to be a minor on both sides, or at least have been instigated by a minor against another minor.

*-www.stopcyberbullying.org*

**POLICY**

Katunga Primary School is committed to developing a safe environment where the students act respectfully and positively towards each other in acceptable and non-threatening ways.

**PROCEDURE**

Staff at Katunga Primary School have the responsibility to ensure that:

all forms of cyber bullying are prohibited at Katunga Primary School

staff are aware of cyber bullying and are able to identify and look for signs of occurrence among the students

students are aware of the consequences of cyber bullying

a code of conduct is in use for technology, including computers and mobile phones, whilst on the school premises

all cases of cyber bullying are reported to the Principal and responded to promptly

there is supervision of technology that is effective for monitoring and deterring cyber bullying

Katunga Primary School

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**Student Engagement Policy—2020**

**Anti Cyber Bullying**

Students at Katunga Primary School have a responsibility to ensure that they:

do not participate in cyber bullying

do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program

do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming

do not disseminate inappropriate information through digital media or other means

report incidents of cyber bullying to a member of staff

advise students being victimised by cyber bullying to talk to an adult

offer to speak to an adult on behalf of the student who is being victimised by cyber bullying

Katunga Primary School

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**Student Engagement Policy—2020**

**School Bus**

Terms and Conditions for Travelling on School Buses

The State Government of Victoria, through the Department of Education, has provided school buses in order to facilitate the education of country students. This service is a privilege, not a right, and every student is required to behave in a safe, responsible manner when waiting for, travelling on, or getting off a bus.

**Bus travellers’ obligations:**

Students must wait for, enter, travel in and leave the bus in a quiet, orderly manner

While travelling students must remain in the seats to which they are allotted and not distract the driver

Students will respect the authority of the bus captain or senior person on bus

Students will not verbally or physically harass any other passengers

The bus must be kept clean and tidy at all times

Under no circumstances should students have any part of their body protruding from the bus or throw litter from the bus.

Getting off their bus, students must remain on the side of the road until the bus has resumed its journey so that a clear view in both directions is possible.

Parents waiting for students at a bus stop are advised to wait on the same side as the bus to eliminate the risk of children running across the road. (Failure to comply with instructions Nos 4 & 5 has resulted in many accidents in Australia).

In the event of a breakdown or other emergency, students must act as instructed by the Bus Driver or Bus Captains as well as keeping off the road and acting in a responsible manner.

Katunga Primary School

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**Student Engagement Policy—2020**

**School Bus continued**

**If students fail to meet their obligations to other bus travellers the following procedures will occur:**

1.The student will be warned verbally by the Bus Captain and/or the bus driver that his/her behaviour is unacceptable. The student may be required to sit in another seat.

2. The student will be warned by the Area Bus Co-ordinator or principal that his/her behaviour is not acceptable.

3. Further changes to seating arrangements may be made.

4. The student’s Principal will be notified of the student’s unacceptable behaviour.

5. A letter, originating from the student’s school, will be mailed to the student’s parents, together with specific details of their child’s misbehaviour.

If the student’s behaviour is still unacceptable, a second letter will be mailed to the parents requesting a meeting, at the student’s school, between the student’s Principal, the Area Bus Co-ordinator, the student and the student’s parents.

If the student’s behaviour is still unacceptable, the parents will be informed, by telephone and mail, that the student’s privilege of travelling on the School bus has been suspended temporarily. It will be up to the parents to arrange transport to and from school for their child. The period of suspension is usually for a period of five school days, but may be varied at the discretion of the Area Bus Co-ordinator.

If the student’s behaviour remains unacceptable, permission to travel on a school bus may be withdrawn permanently.

Please refer to our school bus policy for further advise and guidelines.

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|  | CARE FORYOURSELF | CARE FOROTHERS | CARE FORYOUR LEARNING | CARE FORYOUR SCHOOL |
| **LEARNING ENVIRONMENT** | **I am on task****I am prepared and ready for learning****I am safe****I am an active listener****I Follow instructions****I am honest****I put my bag in the designated area****I sit on my chair properly****I bring and use my own equipment****I use my manners****I always give my best****I put up my hand and wait patiently if I have something to say****I complete all work to best of ability****I never give in – ask for help if having trouble** | **I walk inside****I greet others politely****I am considerate of others' learning****I use manners****I ensure everyone has their say****I take turns****I use my inside voice****I only discuss my learning during learning time.****I help others and care for others****I speak kindly to others****I allow others to do their work to the best of their ability****I encourage others** | **I listen carefully****I ask for assistance****I am a risk taker****I always try my hardest****I am organised****I complete and submit my work on time****I get started straight away****I work for the whole time****I am proud of my achievements.** | **I use equipment correctly.****I tidy up the room.****I look after school and others’ equipment.****I promote a positive school image****I use my inside voice to reduce noise levels****I wear the correct uniform** |
| **OUTSIDE & PLAYGROUND** | **I involve myself****I am sunsmart****I am honest****I think, then act****I play safely****I play in designated areas****I participate appropriately****I remain on school grounds unless given permission to leave****I keep myself occupied in a positive manner****I use sports and outside equipment correctly****I always play with good sportsmanship** | **I respect others' feelings****I play school approved games****I am a good friend****I greet others politely****I am a good sport****I include others and share equipment****I help others where needed** | **I respect others****I follow rules of the game and be a good sport****I am a problem solver****I give new games and activities a go.****I keep trying even when things don’t go my way** | **I look after buildings & property****I look after gardens****I care for & clean up sports equipment****I finish food in eating area****I am respectful of my environment****I put rubbish in the bin****I greet visitors warmly** |
| **TOILETS** | **I wash hands****I am hygienic** | **I leave them neat & clean****I use a quiet voice****I do not play games****I respect others' privacy** | **I use toilets before school & in breaks****I ask for permission during class time** | **I keep the toilet building neat & clean****I use toilets correctly** |
|  | **CARE FOR****YOURSELF** | **CARE FOR****OTHERS** | **CARE FOR****YOUR LEARNING** | **CARE FOR****YOUR SCHOOL** |
| **EXCURSION & BUS TRAVEL** | **I line up properly****I get on and off the bus safely****I use seat belts****I face the front****I stay in my seat****I stay with my group****I always give my best** | **I follow group leader's instructions****I use my inside voice****I keep my hands to myself****I follow guidelines for bus travel****I listen to the bus driver and bus captains/monitors****I look out for others****I engage positively with other passengers and the driver** | **I take all equipment****needed****I collect belongings when leaving bus****I use a quiet voice****I listen carefully****I give my best at all times** | **I dress appropriately for excursion****I am proud of the school****I uphold the school’s values** |
| **EATING TIME** | **I sit while eating****I eat quietly****I use my manners** | **I use appropriate manners****I wait my turn** | **I eat fruit quickly at fruit break** | **I minimise wrappers brought to school****I put rubbish in the bins****I leave my eating area clean** |
| **CYBER SPACE** | **I Keep passwords & personal information confidential****I only post or send appropriate messages and images****I follow the School’s computer user agreement****I only access appropriate sites** | **I respect others' feelings****I respect other people’s privacy****I only write appropriate comments** | **I am on task****I only use educational apps****I use internet for educational purposes****I always put the netbook back and plug it in to the power** | **I represent the school****I am proud of what I say & write****I treat electronic equipment with respect** |
| **TRANSITIONS** | **I move safely around the school****I line up safely** | **I keep hands & feet to yourself****I am mindful of other classrooms & children already at work****I don’t interfere with other people’s bags or lockers****I keep tripping hazards out of walkways & bags on hooks****I enter and leave the room in an orderly manner****I line up safely and wait patiently** | **I am on time****I take all equipment needed** | **I walk on paths** **I walk slowly and safely in the classroom****We walk safely together as a group** |

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| To strengthen student confidence in themselves as successful learners. (Engagement)Develop students who are motivated, engaged, confident, resilient and willing to contribute to the wellbeing of others. (Wellbeing) |
| Use the 2016 data as a benchmark on the Attitudes to School survey to show improvement in learning confidence, school connectedness and stimulating learning measures. (Engagement) Use the 2016 data as a benchmark on the Parent Opinion survey to show improvement in the following measures: School Improvement, Approachability, Parent Input, Behaviour Management, General Satisfaction and Social Skills. (Engagement)Use the 2016 data as a benchmark on the Attitudes to School survey to show improvement in student safety, stimulating learning, student motivation, learning confidence and teacher empathy measures. (Wellbeing)Use the 2016 data as a benchmark on the Parent Opinion survey to show improvement in behaviour management, connectedness to peers, student motivation and school connectedness measures. (Wellbeing)Use student absence data as a benchmark to reduce the number of days absent across the whole school. (Wellbeing) |
| Plan for challenging goals and effective feedback for all students and teachers. (Engagement)Review current school programs and processes designed to enhance student wellbeing and implement a refined plan. (Wellbeing)Build strategies to enhance both home-school partnerships and those with the wider community.(Wellbeing) |

**Student Engagement Policy**

Katunga Primary School

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**Student Engagement Policy—2020**

**Communication**

**Communication:**

Katunga Primary School has a process in place where it communicates its policies to staff, students, guardians, parents and the school community be placing its policies on the school website and making them available to anyone who comes into the office and requests to see them.

**Ratified:** This policy has been consulted with School Council 29th July 2019.