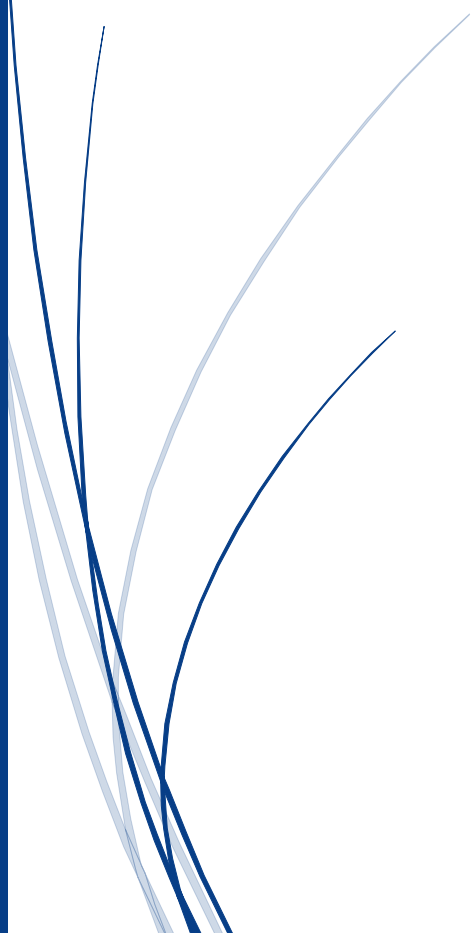


Lake Macquarie High School

# WELLBEING FRAMEWORK



Lake Macquarie High School provides effective learning and teaching within a secure, well-managed environment in partnership with parents and the wider community

## STATEMENT OF PURPOSE

This policy aims at delivering and supporting the goals and objectives as stated in the Melbourne Declaration of Educational Goals for Young Australians.

**Goal 1: Australian schooling promotes equity and excellence**

**Goal 2: All young Australians become:**

- **successful learners**
- **confident and creative learners**
- **active and informed citizens**

We are committed to creating quality learning opportunities for our students. This includes strengthening their physical, social, emotional and spiritual development. Students at Lake Macquarie High School are provided with a quality education to enable them to learn to the best of their ability and become self-disciplined, caring, tolerant, enterprising and contributing members of the school and community. As a school, we will achieve this through careful curriculum planning and decision-making at the local level to meet the needs of our students. This policy is consistent with legal and departmental requirements and is based on the principles of fairness. It has been developed within the Wellbeing for Schools Framework and has staff, parent and student input to ensure that it reflects the needs and values of our whole school community.

Lake Macquarie High School takes a positive approach to student wellbeing. Our wellbeing policy identifies core rules and practices that support quality teaching and learning.

It sets clear limits, recognises and promotes positive behaviour and applies consistent consequences for inappropriate behaviour.

Lake Macquarie High School has adopted the Positive Behaviour for Learning (PB4L) core values of **SOAR: Safety, Ownership, Achievement and Respect.**

We recognise the significant influence parents and caregivers have on their child's character and behaviour, and the importance of working in partnership with them to support the expectations and values of our school. PB4L is implemented to improve the learning and wellbeing of all students in all school settings.



**CONNECT**

*'All students are known, valued and cared for'*

# **BULLYING: Preventing and Responding to Student Bullying in Schools**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Conflict or fights between equals or single incidents are not defined as bullying. At Lake Macquarie High School, we are committed to providing an environment, which limits negative interactions, which can result in students being harassed, or intimidates by others.

At Lake Macquarie High School, we follow the **3T's ANTI BULLYING PLAN**

1. Tell the person to stop
2. Turn and walk away
3. Talk to someone about the problem

For more information, please see Lake Macquarie High School: ***Preventing and Responding to Student Bullying Policy or DoE Preventing and Responding to Student Bullying.***

<https://antibullying.nsw.gov.au/parents-and-carers>

## **UNIFORM**

Lake Macquarie High School students are expected to wear our school uniform. A school uniform consists of a limited range of clothing, including footwear and headwear and identifies students as belonging to our school. Schools usually expect students to wear the uniform during school hours, while travelling to and from school and when engaged in school activities out of school hours.

Student assistance is available via application to families who may be experiencing financial hardship when purchasing uniform items.

For more information, please see ***Lake Macquarie High School uniform Guidelines or DoE School Uniform Policy***

<https://lakemacqua-h.schools.nsw.gov.au/about-our-school/what-we-offer/school-uniform-shop.html>

<https://education.nsw.gov.au/policy-library/policies/school-uniform-policy>

## STUDENT PARTICIPATION AND LEADERSHIP

Lake Macquarie High School has a proud tradition of providing extra-curricular, sporting and leadership activities. We value and encourage student voice within teaching and learning and endeavour to involve students in conversations and decisions about what and how they learn. At Lake Macquarie High we offer leadership opportunities within the classroom, school and wider community, including Prefects, Sporting and School Captains and provide opportunities for student participation and leadership that celebrate difference and diversity and that recognise, respect and respond to identity and cultural background.



## ATTENDANCE

Why must I send my child to school?

Regular school attendance will help your child to succeed in later life. Attending school every day makes learning easier for your child and helps children to build and maintain friendships with other children.

In NSW: "All children are to attend school until the end of year 10 and then continue with school, engage in full-time work, or participate in approved education or training until the age of 17 years."

Parents must ensure:

- 2.1. Their children of compulsory school age are enrolled in a government or registered non-government school or, registered with the NSW Education Standards Authority (NESA), Teaching and Educational Standards (NESA) for Home Schooling.**
- 2.2. Their children, who are enrolled at school, attend every day the school is open for instruction.**
- 2.3. They provide an explanation for absences to the school within 7 days from the first day of any period of absence through means such as telephone call, written note, text message or email. The 7 day timeframe for explaining absences is a requirement of the Education Act (1990).**
- 2.4. They work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school. At Lake Macquarie High School, we expect all students to be punctual, to attend all timetabled lessons and participate in educational and sporting programs.**

The school uses SMS notification to notify carers of their child's absence. It is the responsibility of caregivers to promptly provide a reasonable explanation of each student absence whether in written form or via text, email or phone contact with the school.

Students who are frequently absent may fail to complete the necessary course work to be eligible for the award of a Record of School Achievement (RoSA Yr. 10), Year 11 ROSA, or Higher School Certificate. Frequent absences may also lead to Home School Liaison Officer (HSLO) involvement.

For more information, please see ***DoE School Attendance Policy***

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/school-attendance>

# MULTICULTURAL EDUCATION AND ANTI-RACISM

## **Anti-Racism**

Racism has damaging effects on individuals, school communities and society. Schools play a critical role in developing understandings of racism, responding to incidents of racism and preparing students for responsible and effective citizenship in Australian society.

For more information, please see **DoE Anti-Racism Policy**

<https://education.nsw.gov.au/policy-library/policies/anti-racism-policy>

## **Multicultural Educations**

School are required to respond to the cultural diversity of the state. This includes providing programs, which promote intercultural understanding and community harmony, and those which meet the specific needs of students and families from culturally diverse backgrounds.

For more information, please see **DoE Multicultural Education Policy**

<https://education.nsw.gov.au/policy-library/policies/multicultural-education-policy>

# STUDENT BEHAVIOUR AND DISCIPLINE



## **School Expectations**

At Lake Macquarie High School, we expect students to follow our Department of Education Behaviour Code for Students, along with our PB4L values of **Safety, Ownership, Achievement and Respect**

At Lake Macquarie High School, we support the learning, wellbeing and safety of all students. Collaboration between staff, students and parents/carers is fundamental to maintaining positive student behaviour and effective discipline in our school. We aim to provide a safe and caring environment while promoting the development of socially acceptable and productive behaviours and relationships.

When dealing with discipline issues the school ensures the principles of procedural fairness are fundamental to the implementation of the schools discipline procedures. Procedural fairness is generally recognised as having two essential elements.

These are the right:

- To be heard and
- The right of a person to a fair and impartial decision

For more information, please see:

### ***Student Discipline in Government Schools :***

<https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>

### ***Behaviour Code for Students:***

<https://education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>

### ***Suspension and Expulsion of School Students Procedures:***

[https://education.nsw.gov.au/policy-library/associated-documents/leaflet\\_1.pdf](https://education.nsw.gov.au/policy-library/associated-documents/leaflet_1.pdf)

### ***Core Rules in NSW Government Schools***

## **SUSPENSION OR EXPULSION OF A STUDENT**

The school follows the NSW Department of Education Suspension and Expulsion of School Students Procedures.

If a parent or caregiver thinks that a suspension or expulsion is unfair, or the procedures have not been followed properly they can lodge an appeal. Information about the appeals process is included in the suspension package.

For more information, please see *Suspension and Expulsion of School Students*

## **BEHAVIOUR CODE FOR STUDENTS**

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools, students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

**Schools take strong actions in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.**

### **Behaviour Code for Students:**

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### **Respect**

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interest, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code

## Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

## Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The Principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

# PROTECTING CHILDREN AND YOUNG PEOPLE (CHILD PROTECTION)

Schools are required to provide a protective and caring school environment that ensures student safety, welfare and wellbeing. All staff participate in annual child protection training and updates. Staff are mandatory reporters and are required to advise the Principal of any concerns about the safety and wellbeing or suspected risk of significant harm of students in their care. The school, after using appropriate tools such as the Mandatory Reporter Guide will use professional judgement in contacting relevant support such as **Family and Community Services or the DoE Child Wellbeing Unit** for further advice. <https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-policy-guidelines/contacting-the-child-wellbeing-unit>

For more information, please see **Protecting and Supporting Children and Young People Policy**

<https://www.det.nsw.edu.au/wellbeing/succeed/protecting-children-and-young-people>

# OUT OF HOME CARE

Successful school contributes to an adult life that is personally rewarding, socially connected and economically sustained. Schools have an important role in supporting children and young people in out-of-home care to maximise their life outcomes.

For more information, please see **Out of Home Care in Government Schools Policy, Out of Home Care FAQ's or Information for Carers.**

<https://education.nsw.gov.au/policy-library/policies/out-of-home-care-in-government-schools-policy>

# SUPPORTING STUDENTS WITH DISABILITIES

## **Supporting Students with Disabilities**

The primary responsibility for meeting the learning and support needs of students with disability lies with their school and the classroom teacher. The school learning and support team plays a key role in coordinating and planning support for students with disability and additional learning needs.

At Lake Macquarie High School we ensure students, staff, parents and carers with disability are provided with the same opportunities as other students and families. Staff are aware of their obligations towards students with disability and their parents and carers under the Disability Discrimination Act 1992 and the Disability Standards for Education 2005. Lake Macquarie high School participates in the annual nationally consistent collection of Data on Schools Students with Disability (NCCD).

For more information, please see *People with Disabilities: Statement of Commitment and Assisting Students with Learning Difficulties*

<https://education.nsw.gov.au/policy-library/policies/people-with-disabilities-statement-of-commitment>



# POSITIVE BEHAVIOUR FOR LEARNING – PB4L

PB4L is a comprehensive, integrated whole school approach to student wellbeing and behaviour. It is based on a three-tiered continuum of prevention and intervention:

**Tier 1** – Universal prevention: school-wide and classroom systems for all students, staff and settings.

**Tier 2** – Targeted interventions: small group systems for students at risk behaviourally and academically

**Tier 3** – Intensive interventions: systems for students with high risk behaviour and/or learning needs

Lake Macquarie High School has a Positive Behaviour 4 Learning Management Plan to promote Positive Student Behaviour. The recognition system includes Gotchas for instantaneous recognition of targeted behaviours and Gotchas for behaviours which reflect our core values of: SOAR; **SAFETY, OWNERSHIP, ACHIEVEMENT and RESPECT**. The school also recognises and celebrates Random Acts of Kindness and Excellence in Attendance. Weekly draws are held for tangible rewards for students who have received Gotchas.

Student success and positive behaviour is also recognised and celebrated with privilege cards, assemblies, presentation days, PB4L/Positive Behaviour Excursions and acknowledgement in the school newsletter.



## POSITIVE RECOGNITION SYSTEM

### Classroom

Acknowledgment / Praise  
Gotcha's  
Faculty Letters

### Whole School

Acknowledgement/ Praise  
Gotcha's  
Principal/HT letters

### Playground

Acknowledgement/Praise  
Gotcha's

**GOTCHAS** – Students receive Gotchas from teachers as an instantaneous recognition of the following

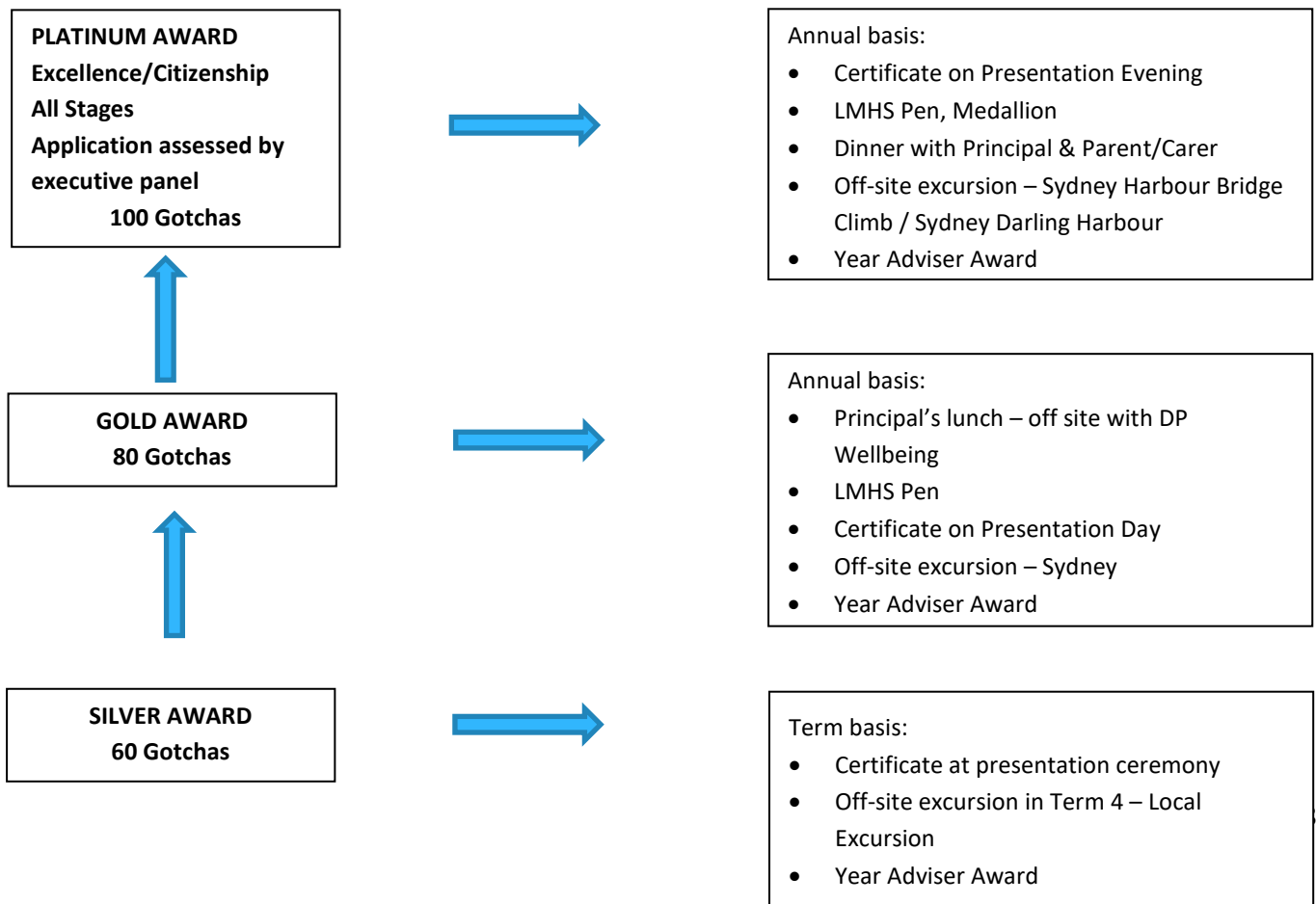
**COMMENDATIONS** - Students receive Gotcha awards at school weekly assemblies from Classroom Teachers, Head Teachers and Year Advisors in recognition for demonstrating one or more of school expectations.

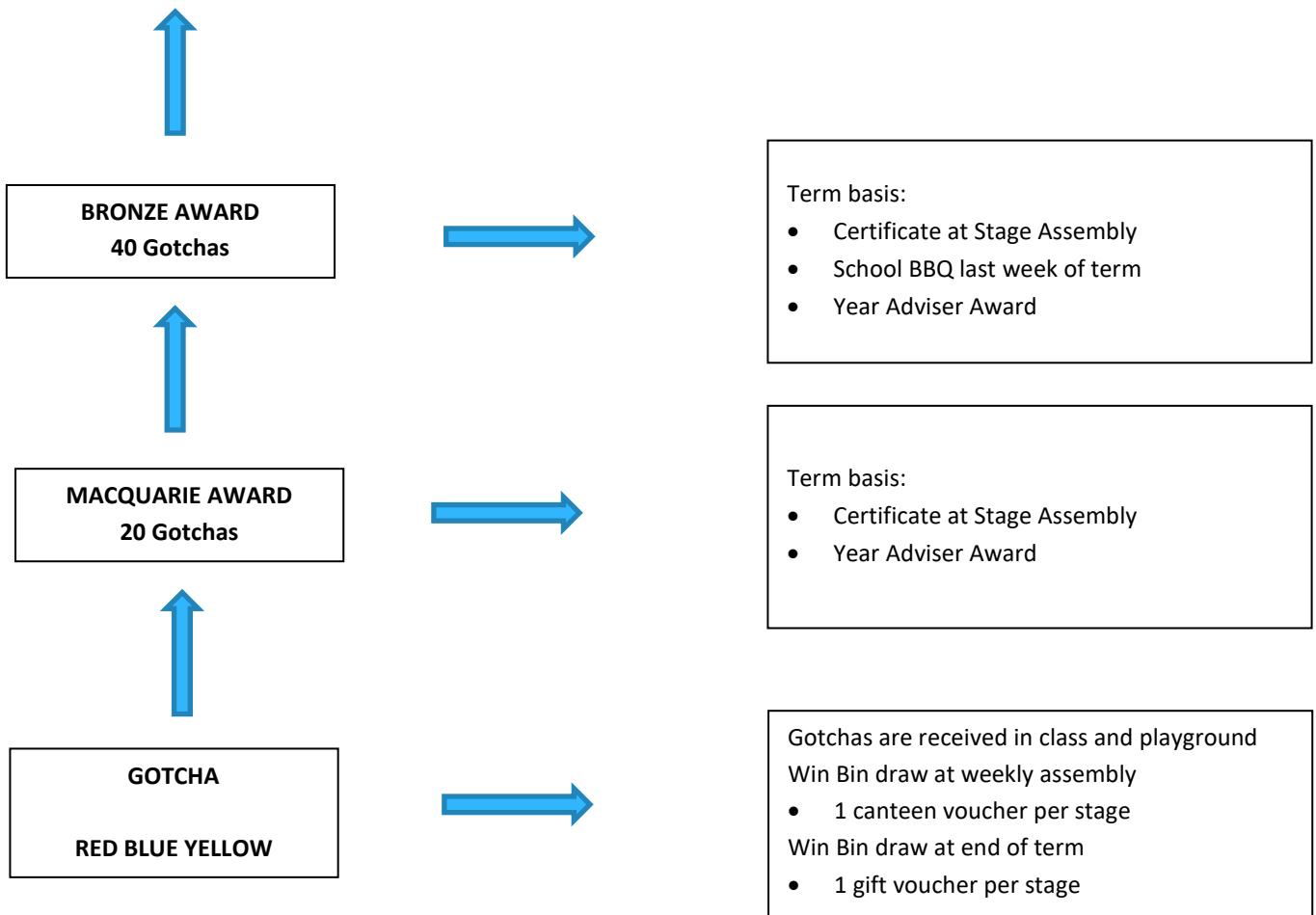
**WHOLE SCHOOL AWARDS** – Awards are presented Term by Term at school formal assemblies for students who consistently meet school expectations and acknowledged through the school communication channels (Facebook, Newsletters, and LMHS Website).

**ATTENDANCE AWARDS** – Awards are given to students with outstanding attendance at school, presented at formal assemblies and acknowledged through the school communication channels.

**RANDOM ACTS OF KINDESS** – Awards nominated by staff recognising student's random acts of kindness are presented at weekly assemblies, which include PB4L draw.

## PB4L COMMENDATION SYSTEM



**TLDR**

**Note: Students on Suspension, D.P monitoring – NO offsite activities**



## CORE BUSINESS

### Curriculum

The curriculum offered at Lake Macquarie High School is appropriate to the diverse needs of its students. It builds on prior knowledge, meets the needs of individual students and is relevant to their abilities, needs and interests whilst meeting NESA requirements. The senior curriculum reflects the school's commitment to meeting the needs of individual students by providing alternative pathways e.g. Vocational Education and traditional ATAR patterns of study.

### Parent/Caregiver Involvement

The school is committed to maintaining a partnership with the community. This includes regular liaison and communication with parents and caregivers regarding the academic progress, behaviour and overall development of their children. Information is communicated in a variety of ways including our P&C meetings, Community Liaison officer, and School Newsletters, Lake Macquarie High School Website and Lake Macquarie High Official Facebook page. Parents and carers are welcome to join our P&C.

## Support Programs

The school will continue to provide a range of student learning programs to give students the best outcomes from their education; and to support them as members of the community.

# STUDENT WELLBEING

Student wellbeing is the responsibility of the whole school community. It encompasses all formal programs and informal activities that meet the personal, social and learning needs of our students. Examples of Student Wellbeing Programs at Lake Macquarie High School include:

- Year 6-7 HeadStart Program, which runs as a special program throughout Year 5 and 6 to prepare students for high school. It involves the Year Advisor, Aboriginal Education Officer and Transition Coordinator visits to the primary feeder schools to meet the students and begin planning for the following year's cohort of students.
- Aboriginal Education is supported through Aboriginal Education Officers. Students receive mentoring and support for their studies and future pathway planning.
- Pastoral Care, which is conducted throughout the year, for every year level during a designated period. It covers issues such as anti- discrimination / harassment/ vilification, study techniques, self-esteem, social media (appropriate use of), teamwork, PB4L and goal setting.
- School to Work program, which gives students activities to reflect on their interests and abilities in order to form the basis for planning and preparing resumes.
- Mentoring programs, which utilise trained community, volunteers to work with selected students to help them plan for their futures and develop strategies to deal with real life issues.
- Whole Year Excursions, which are run to support the curriculum, relationship building, teamwork and cooperation, self-esteem and independence.
- Transition and Engagement Programs aimed at reengaging students back into education or transitioning them into the workforce. The programs include:
  - Reconnect
  - Girls Skills Group
  - Ground Team
  - RAGE

## Student Wellbeing Programs:

At the beginning of each term, the Deputy Principal will decide which program to run for that term.

Wellbeing programs available at Lake Macquarie High School are: RAGE; Boys Anger Management Program, SCREAM; Girls Anger Management Program, MTB; Boys Anger Management Program, How to overcome the Bully, SISTERSPEAK; Girls Aboriginal Program, BROSPEAK; Boys Aboriginal Program, RACR; Health Relationships Program, DRUMBEAT; Music Therapy/Build Resilience Program, LOVBITES; Domestic Violence and Sexual Assault Prevention based Program for small groups (year and age appropriate), THE ART OF MANLINESS; Boys Healthy Relationships Program.

## Student Wellbeing Days:

These are gender specific and include topics on bullying, resilience, cyber safety, work readiness, safe partying, road safety and health topics.

- *Term one: Year 7 Anti Bullying focus day*
- *'My Career Market Day' – August*
- *'Crossroads' Presentation such as Roadwhyz – A safe driving program and for senior students a 'Drug and Alcohol' Presentation*
- *Year 10 – One day a year, 'Lovebites' - A program run by professionals about safe relationships. It covers topics such as Domestic Violence, Sexual Assault and the Law.*
- *Years 10, 11 & 12 – July – Visit the University Day*
- *Aboriginal students – Attend Yakka day, July/August.*

### **Careers and Transition:**

Our School Based Initiatives such as the School Improvement Team and Canteen Teams enhance the employability skills of our students and their supervisors act as positive role models.

### **School Improvement Team:**

Works on projects such as painting as well as beautifying the school grounds, undertaking maintenance and establishing gardens.



improving the provision of healthy food options for students. Our students work with the necessary skills to work in a Hospitality environment. Students gain a training qualification in ***Use hygienic practises for food safety.***

### **Certificate II in Business:**

The statement of attainment towards the Certificate II in Business has been a successful engagement program. This is a structured 20-week course where students access a range of future training and job opportunities and introduces the students to the concept of adult learning through the Hunter TAFE Institute.

### **Youth Frontiers:**

A statewide youth mentoring program funded by the DoE. The Men's Shed Youth Mentoring Inc. support this program. Students engage with volunteer mentors from the community and work towards completing a community project.

### **The Rotary Interact Club:**

Students between the ages of 12 and 18 meet weekly to have fun, discover leadership skills and understand the importance of Civic duty.

### **SES and RFS Cadetship Programs:**

These programs run alternately each year. They highlight the roles played by our volunteer service organisations. Students gain skills in leadership and teamwork as well as the importance of effective communication and following a necessary chain of command. The program involves practical engagement as well as Station visit.

### Volunteering:

This is encouraged at LMHS, especially in Term 4 when our students work with the Samaritans to develop hampers and gifts for those in need over the Christmas period. The school also has strong links with the LMCC Art Gallery, Anglicare and feeder Primary schools.

### Annual Careers Market Day and Creating Future Programs:

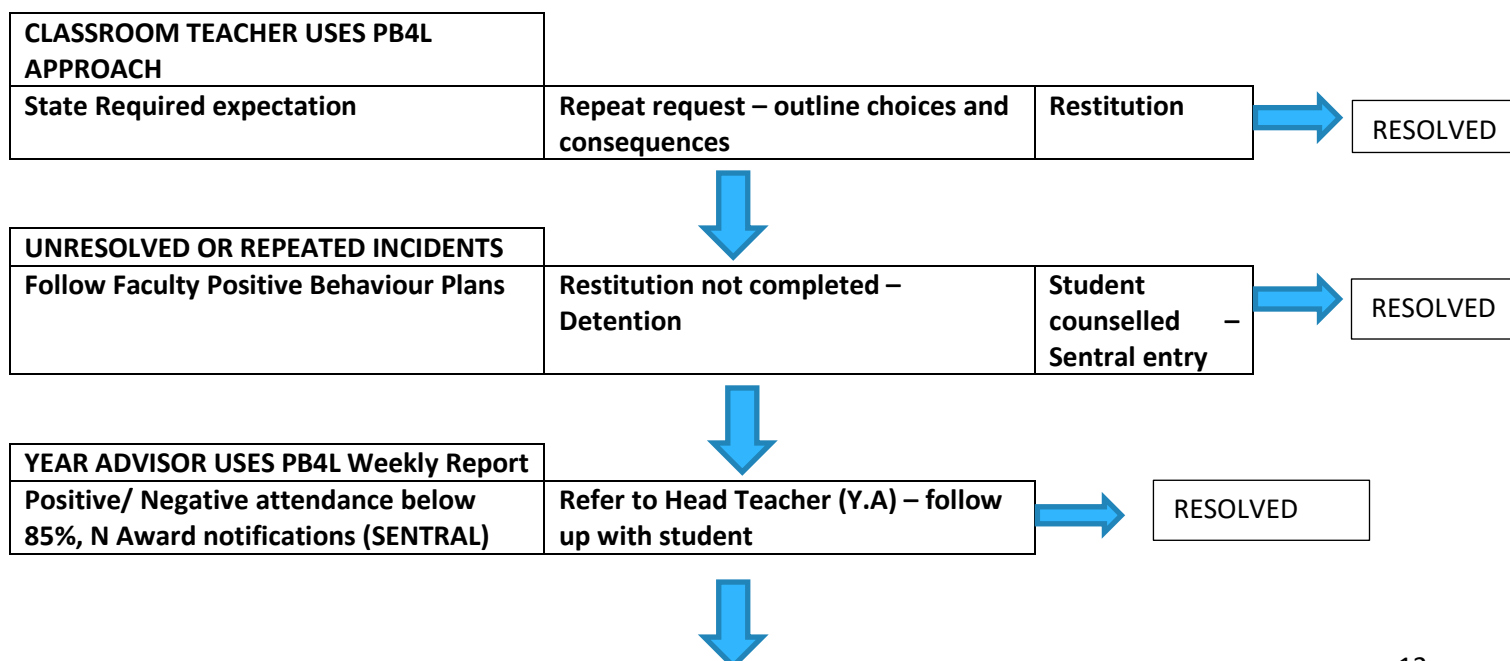
This is encouraged for all students to engage in career enhancing decisions and move towards building a positive career pathway. Excursions to the Newcastle Careers Expo Day, Yakka Day, University and TAFE visits is also encouraged.

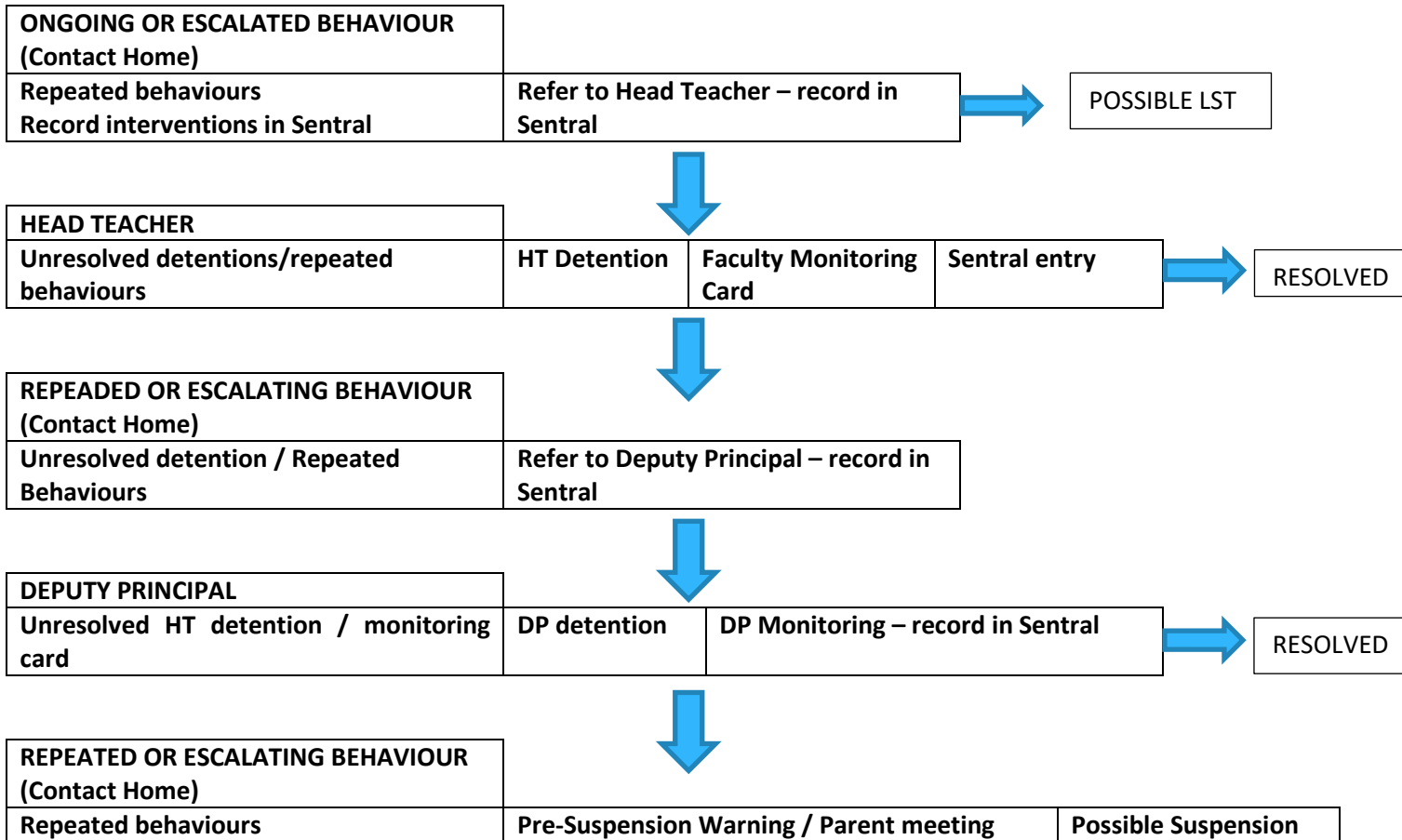
### Work Experience:

During the year, students are encouraged to seek a placement in which they are interested. The school then liaises with the employer to ensure the placement is suitable and meeting the needs of the student and employer.



## LAKE MACQUARIE HIGH SCHOOL – BEHAVIOUR FLOWCHART





## LAKE MACQUARIE HIGH SCHOOL COMMUNICATION FLOWCHART

All staff at Lake Macquarie High School work to help our students achieve their greatest potential.

The chart below identifies the best staff member to deal with your enquiry. Please ask at reception or contact the school to make an appointment to see any staff member.

<i>SASS/SAM (Office)</i>	<i>Careers Advisor</i>	<i>Year Advisor</i>	<i>Deputy Principal Wellbeing</i>	<i>Deputy Principal</i>	<i>Principal</i>	<i>Deputy Principal</i>	<i>Deputy Principal Wellbeing</i>	<i>Head Teacher</i>	<i>Classroom Teacher</i>
Issues concerning office staff	Vocational Educational	Issues relating to your child across their grade	Advice about student learning, developmental and emotional problems	New enrolments	Unresolved complaints	Serious discipline issues including short and long suspensions	Attendance including applications for extended leave	Issues about a teacher	Issues relating to your child and a specific teacher or subject
Unresolved administration enquiries	Transition from school to work		Critical incidents	Referrals through to LST	Unresolved wellbeing issues	Unresolved complaints about a teacher or head teacher		Subject course content	
Financial Accounts	Work Experience		Counselling students	Referral to support programs	Financial Assistance			Unresolved educational or behavioural issues relating to one subject	
Financial Assistance for excursions or uniforms	Post school options		Learning Support Team	Serious wellbeing issues	Lake Macquarie High School policy				
			Referral to appropriate support staff						