

CLASS PLACEMENT POLICY

PHILOSOPHICAL BASIS

A clearly defined process for the placement of children into class groups will lead to greater efficiency and transparency of process, increased understanding, collaboration and improved opportunities for individual learning needs.

POLICY STATEMENT

Children will be allocated classroom groups, which are appropriate to their individual educational needs. Classes will be structured in multiage groupings in accordance with the school's philosophy. Placement of children to individual classes within this structure will be based primarily on the criteria of friendship groupings and educational needs.

AIMS

- To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- To form well balanced classes of children that take into account: the number of years of schooling, gender mix and the social, emotional, academic, physical needs of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

IMPLEMENTATION

- While the allocation of children to various classes is all ultimately the responsibility of the principal, a collaborative process with assistant principals, teachers and team leaders will be used.
- The school multiage grouping structure will consist of Years P/1/2, Yr 3/4 and Yr 5/6
- The process of forming classes will commence in November of the previous year.
- The principal, in consultation with staff and after considering student enrolment numbers, will determine the number of classes for the following year and class sizes.
- Each area team, led by the team leader, will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class and teacher, each child's developmental level, behaviour and friendship groups. The individual needs of a child and a whole school perspective must be considered.
- Children beginning school for the first time will be allocated classes predominantly upon social criteria, ensuring friendship groupings occur where possible.
- Junior classes should be smaller whenever is practically possible.
- The principal will formally seek input from parents via the newsletter. **All parent input must be based on demonstrable academic or social needs and directed to the principal in writing only.** Parental preference for individual teaching staff based on grounds other than recommendations from external agencies, is not considered appropriate criteria for the placement of children.
- Children shall remain with the same class group and possibly the same class teacher (this will depend on workforce planning each year) for 3 years in the junior classes and 2 years in the Year 3/4 or Year 5/6 areas. Individual circumstances will be taken into consideration on a needs basis.
- Parental requests for a change of class will be considered provided that a strong need or benefit can be demonstrated.
- Once draft classes are completed, the principal/assistant principals will consult with area teams.
- The principal may reallocate children throughout the year if necessary.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements

- Children who enroll at the school during the year will be allocated to classes, with the understanding that the child's placement may be changed if further information regarding the child becomes available.
- Children and parents will be officially advised of class placement during the last weeks of term four where possible.
- Only in extreme circumstances will modification to class lists be made after children and parents have been advised of the placements. Any requests for change will be taken back to the team for consideration.

PARENT SUPPORT

Parents are requested to ensure that they maintain accurate, effective communication with the school, particularly the classroom teacher about all issues related to their child's education. Parents should readily avail themselves of parent/teacher meetings, information sessions and read the weekly school Newsletter.

EVALUATION

- This policy will be reviewed as part of the school's review cycle.