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Class Placement Policy

**PURPOSE**

To explain to the Roberts McCubbin Primary School community how we manage requests for class placements, for the following school year.

**POLICY**

The process that Roberts McCubbin Primary School works through to plan each student’s class placement begins months before the end of the school year. At Roberts McCubbin Primary School, we have a clearly defined process for the placement of children into class groups that will lead to greater efficiency and transparency of process, increased understanding, collaboration and improved opportunities for individual learning needs. Our goal is 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

**IMPLEMENTATION**

* Children will be allocated into the following class groupings: Foundation, Years 1/2, Years 3/4 and Years 5/6
* Placement of children to individual classes within this structure will be based primarily on the criteria of friendship groupings and educational needs
* Whilst he allocation of children to various classes is ultimately the responsibility of the principal, a collaborative process with assistant principals, teachers and team leaders will be used
* 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
* Children shall remain with the same class group and possibly the same class teacher (this will depend on workforce planning each year) for 2 years in Year 1/2, Year 3/4 and 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
* The principal may reallocate children, in consultation with the class teacher throughout the year if necessary
* Children beginning school for the first time will be allocated classes predominantly upon social criteria, ensuring friendship groupings occur where possible

**REQUESTS FOR PLACEMENT**

Roberts McCubbin Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests. We understand that in certain situations, parents and carers may need to request that their child be placed in a different class due to their child’s learning and or social/emotional needs. The School will not always be able to accommodate class placement requests, but will endeavour to take parent wishes into consideration where possible.

*Requests for Placement:*

* The principal will formally seek input from parents via the newsletter
* Requests for class placements **must be made in writing**, and **must be based on demonstrable academic or social needs** and to be addressed to the principal, Amanda Wigg.
* Parental preference for individual teaching staff, including staff gender, based on grounds (other than recommendations from external agencies) is not considered appropriate criteria for the placement of children
* All teachers at Roberts McCubbin Primary School are caring and committed educators and Roberts McCubbin Primary School strives to ensure that all students are provided with a high quality education. Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are unable to accommodate these requests.

**Review cycle**

This policy was last reviewed in 2018 and is scheduled for review in 2021.