

POLICY: CLASS PLACEMENTS

1. PURPOSE

A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency of the process and optimal learning opportunities for all students.

2. AIMS

- To form well-balanced classes of students that takes into account the social, emotional and academic needs of each student.
- To ensure that optimum use is made of prior knowledge teachers, parents and others have of each student.

3. IMPLEMENTATION

- A collaborative process will be employed with the allocation of students to various classes, class structures and class compositions. These are ultimately the responsibility of the Principal.
- The Principal, in consultation with staff, and after considering student enrolments, will determine the number of classes for the following year, class sizes and the year levels of each class.
- The process that the school works through to plan each student's class placement begins before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

The 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.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by the end of October of the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to Jenny Reid, assistant principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, Where possible requests will be addressed, however, it is not always possible to address all requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for students to repeat a year level

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are able to repeat a year level in exceptional circumstances where the school considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

REVIEW

Policy will be reviewed in 2022.

Approved by School Council 13/11/2018