POLICY: CLASS PLACEMENT

Help for non-English speakers

If you need help to understand this policy, please contact the office on 9702 2022.

PURPOSE:

To explain to our school community how we manage requests for class placements, for the following school year.

AIM:

To form well balanced classes of students that take into account the social, emotional, academic and physical needs of each student.

IMPLEMENTATION:

Brentwood Park Primary follows a clear process aimed at providing a balance of talents, abilities, social issues and behavioural challenges in each class.

The role of the teacher is to make professional judgements following the criteria below. The role of the parent is to discuss with their child, their placement and explain that if they are not in the same class as their friend, then there is a good reason for this and that they can still play with their friend at play times. Each new year is an opportunity for your child to make new friends. We ask you to model resilience to your child.

Student Placement process:

- The following criteria is used to form classes:
  - equal sized classes in each year level
  - equal spread of boys and girls in each class
  - equal spread of student abilities in each class
  - teacher and student welfare staff recommendations about separation of students because of behavioural issues
  - the sensitive placement of students who are on the Program for Students with Disabilities
  - the sensitive placement of students consolidating or accelerating a year level
  - placement of twins according to parent request and teacher recommendation
  - students are asked to nominate a short list of friends they would like to be with and work well with, the following year. The teacher aims to include at least one of the nominated friends
  - physical access to the classroom for a student with a disability
- Once drafts of the classes are created on the Class Placement Proforma they are reviewed by the year level Professional Learning Teams (PLTs).
- The class lists are presented to the Principal Leadership team who may make recommendations to the PLTs and any recommendations or changes are discussed.
- Students are informed of their next year class placement in the final week of the school year.

Please be assured that respect and care is shown by teachers when placing students and please trust that the teachers do know your child and will make the best possible decision, even if it is not the one you would have chosen.

Requests for placement with friends

We seek parent support to follow the Brentwood Park Primary School process. Even though each child nominates a short list of friends, if a child is not placed in a class with their best friend, we ask parents to help them to become more resilient and tolerant of others, so they can make additional friends. Children can still meet their special friend and play together at play times. Even when children are in the same class they do not necessarily sit with their friend nor do they necessarily learn best with their friend. Friends may be in quite different learning groups. Sometimes it is better to have learning partners in class and special friends for playtime.

Making additional friends each year, is a very beneficial life skill for children to learn so that they are not timid about attending a new school, secondary college or a new sporting club.

Requests for placement with teachers

All teachers at Brentwood Park Primary are caring and committed educators and the school strives to ensure that all students are provided with a high quality education. Whilst we appreciate that you may believe your child would benefit from being placed in a class with a particular teacher, we are not accepting requests. Our school's staff and leadership team have an in-depth understanding of each teacher's strengths and will always endeavour to place the 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, in which case, parents would be advised of the situation if it arises.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's Policy and Advisory Library on Year Level Movement – see Repeating a Year Level policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students repeat a year level only in exceptional circumstances where we consider 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Placed in the school newsletter

POLICY REVIEW AND APPROVAL

Policy last reviewed	15/11/2022
Consultation	Consultation with Brentwood Park School Council
Approved by	James Bell, principal and school council
Next scheduled review date	October 2026