

CLASS FORMATION AND STUDENT PLACEMENT POLICY



Rationale:

- A clearly defined process for the placement of students into classes will lead to greater efficiency and increased understanding of class formation leading to improved student outcomes.

Aims:

- To provide each student with the opportunity to be part of a class that will allow them the best opportunity to learn.
- To form balanced classes of students that take into account the social, physical, academic, physical and emotional characteristics of each student.
- To ensure that optimum use is made of the prior knowledge that teachers and other educational professionals have of each child prior to class placement.

Guidelines:

- When organising class placements the school will consider a range of information in order to form educationally and socially balanced classes.
- Classes will be formed in such a way as to best meet the needs of the students within the constraints of the resources provided.

Implementation:

- Class structures, class compositions and the allocation of children to various classes, are all ultimately responsibilities of the Principal.
- The process of forming classes for any given year will commence in November of the previous year.
- The School Leadership Team will prepare a draft for the following year outlining the number of classes, class sizes and the year levels in each class.
- Staff members will be asked for expressions of interest to teach each class.
- Staff members will work collaboratively to create draft classes of students. Within this process consideration will be given to:
 - Gender; Previous class; Academic progress; Behaviour; Friendship groups; Socialising skills.
 - Every effort will be made to follow DET guidelines regarding class sizes.
 - Individual needs and a whole school perspective will be considered and balanced.
 - Parents are not able to select their child's class teacher or their classmates.
 - Parents who are aware of any particular concerns about their children are able to meet with the Principal to discuss their concerns.

- Once draft classes are completed, the Principal may make any necessary final alterations.
- Under certain circumstances the Principal may restructure classes at any point throughout the year.
- During the course of the year families seeking enrolment will be required to undertake an enrolment process including an interview with the Principal.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation, classes of children (except Prep), and the roles of teachers will be released to parents on the first of the three across-school transition days (State-Wide Orientation Day, usually the second Tuesday in December.) Prep classes will be provided during the three week transition program.
- Class lists will not be distributed to parents due to privacy reasons.

Evaluation:

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

This policy was last ratified by School Council

Oct 2014