



CLASS PLACEMENT POLICY 2024

PURPOSE

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

AIMS

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

POLICY

The process that Reservoir West Primary School works through to plan each student's class placement begins months before the end of the school year. A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning. Individual class placements can have significant effects on a student's attainments and must be based on professional judgments about the student's educational needs, circumstances and interests. Whilst the individual is always to be considered this cannot dictate or be seen to over-ride what is in the best educational interests of the majority of students. Due to the significant increase in student enrolments, the size of the school necessitates a formal policy to manage the allocation of students to classes.

Implementation:

- The allocation of students to various classes, class structures, teaching responsibilities and class compositions are all ultimately responsibilities of the Principal
- The process of forming classes will commence in Term 4 of the preceding year
- The Principal, in consultation with the Consultative Committee and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class
- Expressions of interest will be sought from staff members to teach a particular year level or specialist/support role
- Once decided, the class structure and teaching responsibilities will be published in the school Newsletter no later than the Wednesday of the Foundation Parent Information Session in late November
- Current year level teachers will be required to work collaboratively to create draft classes of their students for the following year
- Consideration will be given to gender, the previous class, each student's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered

- Classes are to be homogeneous, as far as practical, with respect to academic performance, social development, behaviour and gender balance
- Students will not be streamed into ability home classes. The aim is to make each class as equal as possible, however, streaming into ability groupings will take place within single and double classrooms and across year levels for some curriculum areas
- Junior School classes will be smaller whenever possible.
- Preferred class compositions are either single grade level or dual grade levels.
- Parents may submit written requests with respect to class placements. The submissions must be based only on educational reasons and in writing
- Requests for individual teachers will not be taken into consideration without valid educational reasons. A personal preference for a particular teacher is not a valid educational reason
- All valid written parent submissions will be given consideration but will not automatically be accommodated
- Friendship pairing requests and student separation requests will not be accepted. The software program 'Class Creator' will facilitate friendship placings. If situations are of a nature that requires students to be separated, classroom teachers should be aware of this (or made aware of this by parents) and implement the separations
- All parent requests must be directed to the Principal and placed in writing no later than one week after the class structure and class teachers are announced in the school Newsletter in late November
- The Principal will inform teachers of valid parent requests prior to the formation of classes
- Once draft classes are completed, the Principal will make any necessary final alterations
- Only in exceptional and compelling circumstances will a student be moved from one class to another once the classes have been finalised
- Students and parents will be notified of class placements and teachers for the following year on the day of the internal transition session, usually conducted on the Tuesday of the second-last week of Term 4
- Under exceptional circumstances the Principal may reorganise classes at any time
- Staff members will not disclose the composition of proposed classes or teaching responsibilities prior to any formal announcements
- Students who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the student is known

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 are only able to repeat a year level in exceptional circumstances where Reservoir West Primary 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.

COMMUNICATION

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

- Available publicly on our school's website and Compass parent portal
- Discussed at parent information nights/sessions

- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Approved by	School Council
Next scheduled review date	September 2027 This policy will be reviewed as part of the four-yearly school review process