

CLASS PLACEMENT

October 2018



INTRODUCTION:

Student class placement commences in fourth term of the preceding year and a number of factors are taken into account. These include but are not limited to:

- social groupings, friendships, peer support
- academic levels
- special needs and considerations
- previous incidents
- parent requests

PURPOSE:

This policy is in place to:

- provide an outline of the process in the development of class structure across the school
- explain to the school community how student class placements are managed.

COMMUNICATION PLAN:

Parents will be referred to this policy early in term four each year (prior to classes being made for the following year) through the newsletter. This policy will be available on the school website.

Staff will be referred to this policy annually and the policy will be available through COMPASS.

IMPLEMENTATION:

1 Class Structure

- a Straight classes will be the preferred option at Gladstone Views Primary School and will be made whenever possible. However, the school believes that children are not disadvantaged in any way by being placed in multi-age classes and these will be formed when required due to cohort enrolments.
- b Class sizes will be within DET guidelines at the start of each year, when possible.
- c The School's Consultation Committee will have input into the structure of classes for the following year, however the final decision will rest with the Principal.

1 Student Placement Considerations

When placing students in classes the following factors will be taken into consideration:

- a individual student needs
- b cohort characteristics
- c academic, social and emotional characteristics of students
- d student friendships and support networks
- c previous class placements (including interruptions to the school year such as staff leave)

1 Student Placement Process

Teachers, including specialist teachers, have many opportunities to observe students working and interacting in the school environment which provides relevant information in regard to class placement for the following year. Parents too, often have information that can assist the school to place their child in a class that will best suit their needs. The following actions will be taken when creating classes:

- a parents will be advised via the school newsletter in XXX that they may provide written advice to the Principal regarding class placement for their child/ren.
- b team leaders
- c academic, social a
- d student

1 Class Movement During The School Year

For the most part, once classes are formed students will not be moved at the request of parents/carers or teachers. However, there are times that moving a student is in their best interests. The following guidelines will be implemented by the school in relation to moving students during the school year:

- a Teachers may request a discussion regarding student movement with the Principal or Assistant Principal. This request should be accompanied by relevant written documentation. If agreement is reached that it is in the students best interests to move class, a meeting will be convened with the student's parents/carers, the class teacher, and the Principal/Assistant Principal.
- b Parents may request movement of their child either verbally or in writing to the Principal/Assistant Principal. A meeting will then be convened with relevant personnel and a decision made in the child's best interests.
- c In all situations regarding the movement of students during the school year, the final decision will rest with the Principal.

