

PARKHILL PRIMARY SCHOOL

POLICY: Class Placement Policy
PROGRAM LEADER: ROD McKINLAY
DATE APPROVED: 2014

1. RATIONALE

Parkhill Primary School uses a collaborative process to place children in the best possible learning environment that allows a balanced program to be delivered in an equitable and effective manner optimising resources and facilities. The needs of students are suitably considered as part of the collaborative process adopted by the school.

2. AIMS

- To provide each child with the opportunity to be part of a class of children that allows them the best opportunity to learn
- To form classes based on a balance of intellectual, social, emotional and physical needs
- To form classes using a collaborative process with input from teachers, team leaders, Pre-school Teachers, parents, Principal, Assistant Principal and other relevant support staff

3. GUIDELINES

- Class sizes determined by current DEECD Policy
- Input from parents will be in writing to the Principal during the specified time

4. IMPLEMENTATION

- While the allocation of children to various classes is ultimately the responsibility of the Principal, class structures, composition and the allocation of children will be determined in consultation with staff.
- The process for forming classes will commence in Term 4 to determine size and structure at each year level.
- The process will seek expressions of interest from staff to teach each class.
- The Principal will seek input from parents early in Term 4 via the School Newsletter. All input will be in writing and directed to the Principal. Written input should be submitted within two weeks of the invitation given in the newsletter.
- The Principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Teachers will seek input from students to nominate a small number of friends with whom they would like to work.
- At least one friend from the list will be guaranteed. If this is not possible further discussion will be undertaken with the child and/or the family.
- The Principal will inform staff of parent input (when appropriate) prior to the formation of classes.
- Discussion for placement will consider gender balance, the previous class, each child's ability, behaviour and friendships, as well as the individual needs and whole school perspectives.
- Under exceptional circumstances the Principal may reorganise classes or reallocate a student throughout the year.
- Staff members will not disclose the composition of proposed classes or allocation of teachers prior to any formal announcement.
- Children who enrol at the school during the year will be allocated to a class, based on information available at the time, but with the possible need to alter the placement as further information regarding the child arises.

- Details relating to school organisation, classes of children, and the roles of the teachers will be released to the school community in the last weeks of school where possible.
- Concerns relating to the placement of specific children to classes or the overall structure of classes will be discussed with the class teacher in the first instance, and following that, if necessary, with school leadership.
- Each level team, led by the team leader, will work collaboratively to create draft classes of students.
- Parent input must be based on demonstrable academic or social needs and directed to the Principal in writing only. Parental preference for individual teaching staff is not considered an appropriate, or reasonable request for the placement of children.

5. EVALUATION

The Class Placement Policy shall be reviewed as part of the school's policy review process by the Education Sub-Committee of School Council.

Review date: _____ 2015