



## SHERBOURNE PRIMARY SCHOOL

### CLASS PLACEMENT POLICY

#### PURPOSE

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

#### POLICY

The process that Sherbourne Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

#### RATIONALE

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

#### GUIDELINES

- The allocation of children to various classes, class structures and class compositions are ultimately the responsibility of the Principal.
- Prep-2 classes should be smaller whenever possible.
- Preferred class compositions are either single year level or dual year levels.
- Children who enrol at the school during the year will be allocated to classes in consultation with the Team leader
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

#### IMPLEMENTATION

- The process of forming classes will commence in October of the previous year.
- 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.

- Staff members with knowledge of students will be required to work collaboratively to create draft classes of students for the following year.
- Expressions of interest from teachers will be sought and considered when allocation of classes is made by Principal.
- When forming classes consideration will be given to gender
  - previous class
  - academic ability/needs
  - behaviour
  - friendship groups
  - previous teachers
- Once draft classes are completed, the principal may make alterations where appropriate before final lists are published.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation will be released to School Council then to parents in term four.
- The Principal may make a change to the structure after its announcement if necessary due to unforeseen circumstances.
- A whole school transition program will take place in term 4 where students across the school, including the incoming Prep or Foundation students, move up to their learning area. This will take place over several sessions.
- The students will spend at least one session in term 4 in their future class, classroom and if possible with their future teacher.
- Families will receive a typed list of students in their future class including teacher/s and room location.

#### REQUESTS FOR PLACEMENT WITH FRIENDS

Sherbourne Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by October of the year prior so that we can consider your request in organising our classes for the following year. The Principal will formally seek input from parents via the newsletter.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed only to the Principal. We will not

always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

#### STUDENT INPUT

Students will be asked to give input by nominating up to 5 friends they would like to be with. They are generally assured of 1 or 2 students from that nomination.

#### REQUESTS FOR PLACEMENT WITH CERTAIN TEACHERS

All teachers at Sherbourne Primary School are caring and committed educators and Sherbourne Primary School strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are unable to consider these requests. Our Principal and Team leaders have an in-depth understanding of each teacher's strengths and will always endeavour to place our 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. Parents will 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 *School Policy and Advisory Guide* on Year Level Movement – see Attendance 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 Sherbourne 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.

#### REVIEW CYCLE

This policy was endorsed by School Council	2018
Due for review:	2023

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