

# SETTLERS PRIMARY SCHOOL



## Class Placement Policy and Procedures.

### PURPOSE

Classes are to be formed in such a way as to best meet the needs of the students within the constraints of the resources available to the school.

### RATIONALE

Individual class placements can have significant effects on a student's attainments and must be based on professional judgements about the student's educational needs, circumstances and interests. The nature of Settlers Primary School's student population, together with the Department of Education's teaching staff formula, often necessitates the inevitability of forming both composite (different year levels working within the one classroom) and non-composite classes.

### POLICY AND PROCEDURES

The Principal, Deputy Principals and staff make decisions about the number and structures of classes for the forthcoming year. All classes are made up of students of mixed learning abilities. Staff prepare draft class lists taking into consideration the following factors when placing students.

- Academic performance
- Special abilities and needs
- Social and physical maturity
- Gender balance
- Behaviour
- Friendship groups
- Needs of children for whom English is a second language or children from non-English-speaking backgrounds
- Information supplied by parents and/or relevant support personnel
- Previous class placements

Decisions are made with a view to establishing balanced and equitable class groups that will potentially work well together. It is possible for **any** child to be placed in either a straight or composite year level class based on the above considerations. Where possible, students will not be placed in composite classes for two years in a row, however in some circumstances student numbers or individual circumstances make this impossible. The school will endeavour to place children with at least one friend.

In Term 4 parents are invited, via a notice in the newsletter, to supply relevant information regarding the special needs of their children during the placement process by writing a letter to the Principal. These letters will be dated upon receipt. Where relevant information is supplied, this will be considered when looking at draft lists. If issues or information supplied is of an ongoing nature, requests need to be made on an annual basis.

***Requests for particular teachers will not be considered.***

In consideration with staff, final lists are established and teachers allocated to classes. The ultimate decision for student and teacher placement rests with the Principal and Deputy Principals.

Changes to class placement will only be made in exceptional circumstances where staff and/or parents provide relevant information that was not available prior to the process. Requests for class changes must be made in writing to the Principal. A form for this purpose is available from the school office. Ultimate responsibility for class placement of students rests with the Principal.

Class lists will be posted within the school on the week day immediately prior to students commencing Term 1. In rare occasions it is necessary to re-form class groups where unexpected enrolments occur during the school year.

Where students enrol after classes have been established, they will be allocated to a class based on class numbers and availability. The Principal is responsible for placing students in classes in this instance.

*Endorsed by School Council, November 2012.*