

# CLASS STRUCTURE AND STUDENT PLACEMENT POLICY



## Rationale:

Students' learning is enhanced when staff skills are optimised and individual student requirements are considered prior to the formation of class groups.

## Aims:

- To give each student the opportunity to be part of a class in which everyone's learning is optimised
- To form well-balanced classes that take into account the social, emotional, academic and physical needs and characteristics of each student
- To ensure optimum use is made of factors known by teachers, parents, and other personnel in developing class groupings

## Implementation:

- Expressions of interest will be sought from staff to determine which classes they would like to be allocated
- The Principal will consider input from parents regarding factors for consideration when placing students
- Parent input for consideration must be directed to the Principal in writing by the end of October. These factors must be based on **individual student needs, not on preferred teachers**. This written information nominating factors for consideration will help inform the process – it doesn't guarantee student placements
- Written communication received after the end of October will not be considered
- Letters from parents will be considered for the following year only
- The Principal will inform relevant staff of parent input prior to the formation of the classes
- Under **exceptional circumstances**, the Principal may re-organise classes throughout the year
- After considering the educational philosophy of the school, the number of student numbers in each year group and the effective balance of social, emotional, academic and physical needs of the students, the Principal and staff will determine the number of classes, the structure of class groupings and class sizes for the following year. Decisions about class structures will be based upon student enrolment staffing allocation and available funding
- Student placements will be based upon academic, social, emotional needs, gender, previous class and any other relevant factors. Whole school and individual needs must be considered
- The allocation of students and class composition are the responsibility of the Principal and staff

- Staff members will not disclose the proposed student placements and/or class structure without Principal or Assistant Principal consent
- Students who enrol during the year will be allocated to a class in accordance with the student's needs, gender and existing class numbers. There may be a need to alter the placement once further information regarding the student is known

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

*This policy was ratified by School Council on 15<sup>th</sup> August 2017*