



Class Placement Policy

The principal, personnel advisory committee 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:

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

Decisions are made with a view to establishing balanced and equitable class groups that will potentially work well together. It is possible your child will be placed in either a straight or composite year level class based on the above considerations. We will endeavour to place children with at least one friend. Students have the opportunity to identify friends and this information is considered in the process.

At the beginning of term 4 parents are invited (reminder notice in the newsletter), to supply relevant information regarding the special needs of their child during the placement process by writing a letter to the principal, deputy or senior leader. This information needs to be provided to the school by the due date to be considered in the process. These letters will be dated upon receipt. This information will be considered when looking at draft lists.

Requests for particular teachers will only be considered in extraordinary circumstances and at the discretion of the Principal or delegate.

In consultation with staff, final lists are established and teachers allocated to classes. The ultimate decision rests with principal, deputy or senior leader.

Parents and students will be informed of class placements before the end of the year. Students will also have the opportunity of visiting their new classroom.

Changes will only be made in exceptional circumstances where staff and / or parents provide information that was not known prior to the exercise.