
PLACEMENT OF STUDENTS IN CLASSES

Rationale:

A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning. At Chelsea Primary School we recognise the professionalism and commitment of all teaching staff in arranging the annual allocation of students to classes from Foundation (prep) to Year 6.

Guidelines

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

Implementation

- The allocation of students to various classes, class structures and compositions are all ultimately responsibilities of the principal.
- The process of forming classes will commence in November of the preceding year.
- The principal in consultation with staff, and after considering student numbers, will determine the number of classes, size and number at each year level for the following year.
- Expressions of interest to teach upcoming year levels and specialist areas will be sought from staff members in October. Once finalised, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to students' gender, previous class, ability, behaviour and friendship groups. A whole school perspective must be considered.
- Foundation and Junior classes should be smaller whenever possible.
- Preferred class compositions are either single grade level or dual grade levels.
- Parent requests will be considered only if it meets the guidelines of this policy, and only in exceptional cases.
- Once draft classes are completed, the principal will make any necessary final alterations.
- Specialist teachers will have an opportunity to have input into the composition of classes
- Under exceptional circumstances the principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Students who enrol at the school during the year will be temporarily allocated to classes. There may be a need to alter the placement once further information regarding the student is known.
- Details relating to the school organisation, classes of students, and the roles of teachers will be released to parents in the final week of term four where possible.
- Most students in multi-age classrooms will be retained with the same class teacher for the two years
- Unless requested by parents, twins and siblings will not normally be placed in the same class.
- The decision to retain a student at the same grade level for two years will be made following advice from appropriate service providers such as the DET SSSO psychologist. Discussions with parents should begin mid-year
- The decision to promote a student to a higher grade level ahead of time will be made following advice from appropriate service providers such as the DET SSSO psychologist. Discussions with parents should begin mid-year

Evaluation	<i>To be reviewed as part of the Education Sub Committee 2 year minor policy review cycle</i>
Date Ratified	March 2017
Next review date	March 2019
Related Policies	
Related Documents	
Resources	