



Class Placement Policy

Policy Statement

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

Aim

The process that Carlton North Primary School (CNPS) 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.

Requests for placement with friends

CNPS 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 the end of September of the year prior, so that we can consider your request in organising our classes for the following year.

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 to the Principal or Assistant Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at CNPS are caring and committed educators and CNPS 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 generally unable to accommodate these requests. Our school's Principal and Assistant Principal 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/Carers 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*.

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 CNPS 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.

Process for Class Formation

While the allocation of students to various classes, class structures and class sizes are all ultimately responsibilities of the Principal, a collaborative process with teachers and parents/carers will be employed.

- In September, the Principal will invite parents/carers via the Newsletter, to put in writing to the Principal or Assistant Principal, particular requests, of a student welfare or academic nature, regarding the placement of their student. These requests will only be considered if they are submitted by the due date as communicated in the Newsletter. These requests will be considered but no guarantee is given, the Principal has the final decision for the placement of students in classes.

- The process of forming classes for the following year will commence in October.
- Expressions of interest for teaching preferences will be sought from staff members.
- Staff members will work collaboratively to create draft classes of students.
- When forming classes, consideration will be given to a balance of gender, student's previous class, each student's ability, behaviour and friendship groups. Individual student needs and a whole school perspective will also be considered.
- Once draft classes are completed, the Principal will make any final alterations, in consultation with Year Level Leaders and the Assistant Principal.
- The composition of proposed classes will not be disclosed to students or parents/carers prior to any formal announcements.
- Details relating to the school organisation, class allocation of students and the roles of teachers will be announced on the day of the first school wide transition session. The school will not publish class lists to protect the privacy of all students. The students are responsible for communicating their new class with their parents/carers.
- Once classes have been announced, any parents/carers seeking clarification regarding student placement are asked to speak with the Principal or Assistant Principal.
- Changes to the class allocation for students will be avoided, unless determined by the Principal. Parents/carers were given the opportunity to provide input during September, therefore any requests for changes to a student's class allocation will not be considered after the formal announcement and first whole school transition session.

Evaluation

This policy was last ratified by School Council on 15/8/2018 and is scheduled for review in 2022.