CLASS PLACEMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

The purpose of this policy is to:

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

SCOPE

This policy applies to all students and staff at Auburn South Primary.

POLICY

While the allocation of students to various classes, the formation of class structures and class compositions are all ultimately the responsibility of the Principal, a collaborative process with the school community will be employed.

- The process of forming classes will commence in October of the preceding year.
- The Principal, in consultation with staff and after considering overall student numbers, will determine the number of classes and class sizes in respect of each year level for the following year.
- Staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class the child was in, the child's ability, behaviour and friendship groups.
- Individual needs and a whole school perspective must be considered.
- The school will formally seek input from parents via a friendship preference sheet completed with their child/ren.
- Any extra information that the Principal should consider from a parents' perspective should be placed in writing and addressed to the Principal. This is an opportunity for parents to raise any information about their child/ren's individual learning needs by the due date communicated.
- Under exceptional circumstances, the Principal may reorganise classes throughout the year.

- Students who enrol at the school during the year will be temporarily allocated to classes, with possible changes to the placement once further information regarding the student is known.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation, classes of students, and allocation of teachers, will be released to parents in the final weeks of term four of the preceding year.

Requests for placement with friends

Auburn South Primary School 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.

In October of each school year, all students will have the opportunity to request five 'good learning partners' for consideration by the school, and we will endeavour to provide every student with one 'good learning partner' from their request list. This list is non-preferential. We may not always be able to accommodate placement requests, and will work with families to find an appropriate solution if this is the case.

Requests for placement with certain teachers

All teachers at Auburn South Primary School are caring and committed educators and Auburn South Primary School 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 unable to accommodate these requests.

Requests for students to repeat a year

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see Repeating a Year Level policy.

In exceptional circumstances, where Auburn South Primary School considers that repeating a year 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	August 2028