

## CLASS PLACEMENT PROCESS

### PURPOSE

Classes are to be formed in such a way as to best meet the educational needs of the students within the constraints of the resources provided.

**RATIONALE** Individual class placements are based on professional judgements about meeting the student's educational needs, circumstances and interests.

### School Process:

The Administration team establishes class structure options for the following year based upon anticipated enrolments.

Class placement procedures follow a three-stage process where the academic, health and social/emotional needs of every student are considered.

The process that Duncraig Primary will use is detailed below:

1. Class teachers, specialist teachers and education assistants work collaboratively to place all students into proposed class structures. Teachers may not be assigned to all individual classes at this stage.
2. Amendments to initial class placements occur based on the needs of students at educational risk. This could include consideration of health, social, emotional and academic requirements. These amendments occur at administration level.
3. Parent requests are considered.
4. Finalised lists are ratified by the Principal.

### Student Placement Considerations

- Classes are to be homogenous with respect to academic performance, social development, behaviour and gender balance
- Social network
- Special needs such as twins and family situations
- Student services recommendations Composite classes
- Independent students
- Student maturity and behaviour
- Social development
- Social network
- Previous class placements
- Special needs such as twin and family situations
- Student services recommendations

### Parent Communication Processes:

- The Principal advises parents in the school newsletter in Term 4 that student placements are being considered for the following year.
- The three-step class placement procedures are shared with the community in the school newsletter in Term 4.

- Parents are invited to submit written submissions with respect to class placements by a date advertised on the school website. The submissions must be based on educational reasons addressed to “The Principal” and marked “Confidential”. All written requests are acknowledged in writing by the Principal with the three step class placement procedure outlined.
- All written parent requests that arrive by the due date will be considered based on individual and school needs. There is no guarantee that all parent requests will be met and after the due date, changes to class structures will not be made.
- Lists published. The date for publication will be advertised to the community on the school website prior to the commencement of the school year