

CLASSROOM PLACEMENT GUIDELINES

Purpose

Churchlands Primary School has a process in place for allocating students into classes each year. This procedure ensures that the professional judgement of both the teaching staff and executive leadership staff is informed and that all available information is applied to the placement process.

Classes are formed to provide the best possible learning environment for all students within the budgetary constraints and Department of Education guidelines.

SCHOOL COMMITMENT

The school commits to supporting the Class Placement Guidelines by:

- Using informed professional judgement when deciding class placements; and
- Considering all available information, to assist the process.

PARENT AND CARER COMMITMENT

Parents and carers commit to supporting the school's Class Placement Guidelines by:

- Supporting and accepting the professional decisions made by the school; and
- Being positive with their child about the class placement decision that has been made.

PROCESS

1. The Executive Team determines structure options for the following year based upon anticipated enrolments, enrolment trends and the need for flexibility.
2. Parents and carers are invited to provide specific information about their child's learning needs that may not be known to the school. This information must be provided in writing to the Principal by **COB Week 1 Term 4**. Importantly, parents are informed that requests for a particular teacher will not be considered. The information provided by parents is referenced alongside other relevant information during the class placement process. It's emphasised that while these requests are considered, they are not guaranteed to be accommodated.
3. Staff members in each year level meet to determine the placement of their current students for the following year, taking into consideration the criteria below:
 - Classes are to be homogenous with respect to academic performance, social development and classroom behaviour
 - Special educational needs of a student
 - Gender balance
 - School psychologist's recommendations
 - Friendships – classes will be set to both enable the fostering of existing relationships, integration of new students and provide opportunity for students to broaden their friendship group.
 - Previous class placements are reviewed, including consideration for students who have been in composite classes multiple times. Composite classes may be necessary based on class structures.
 - Constraints of resources or facilities
4. Class lists will be formed and then reviewed by all staff.
5. Class lists are then submitted to the Executive team for further review.



If there is a need to form a composite class within a year level, the Principal, Executive team, and relevant teaching staff from the previous year will use their professional judgment to determine the placement of individual students.

The final decision on class placement remains with the Principal.

On the morning of the first day of school, the Executive team will be available to direct parents to their child's assigned class.

Formation of classes in the new school year will remain as published subject to exceptional circumstance, i.e. significant increase in overall school population or within year groups. In the advent of any alteration all relevant parties will be notified prior to any change.

DISPUTES

Parents or guardians will be instructed to direct all concerns in writing to the Principal regarding individual class placement. However, given the process as outlined is adhered to, alterations to class lists will only be considered in extreme cases.

Reviewed by Staff: July 2024

Reviewed by the School Board: July 2024

Next review: Semester 2 2027