

# Hopetoun Primary School

## Class Placement Policy and Procedures



### PURPOSE

Classes are formed to best meet the needs of the students within the constraints of the resources available to the school.

### RATIONALE

Individual class placements are based on professional judgements about the student's educational needs and circumstances. The nature of Hopetoun Primary School's student population, together with the Department of Education's teaching staff formula, often necessitates the inevitability of forming both composite (different year levels working in one classroom) and non-composite classes. Teaching staff organise class placements under the direction of the Principal.

### POLICY AND PROCEDURES

- Parents/Carers are invited to complete an enrolment survey informing the school of their intentions for enrolment for the following year.
- The Administration Team establishes structure options for the following year based upon anticipated enrolments, historical data and the need for flexibility.
- In Term 4 the Principal advises parents via the newsletter, that student placements are being considered for the following year.
- Parents are invited at this time to submit written inputs with respect to class placements. The submissions are to be based on educational reasons, addressed to "The Principal" and marked "Confidential". These letters will be dated upon receipt.
- All written parent submissions will be given consideration but not automatically accommodated.
- Staff members currently teaching particular cohorts, confer regarding placements for the following year taking into consideration the criteria listed below:
  - Academic performance
  - Behaviour
  - Social Development
  - Social network
  - Gender balance
  - Special abilities
  - Special needs e.g. twins, family situation, extra ordinary circumstances
  - Needs of children for whom English is a second language or children from non-English Speaking backgrounds
  - School Psychologist recommendations
  - Written parent submissions regarding a student's educational needs
  - Previous class placements
- Decisions are made with a view to establishing balanced and equitable class groups that will potentially work well together.
- Lists are submitted to the Principal for final ratification.
- Class placement throughout the year will be at the discretion of the Administration Team.
- Lists are published and communicated to the community on the first student day of the new school year.
- Class lists are subject to change due to a range of factors such as student enrolment and/or availability of staff.
- In some occasions it is necessary to re-form class groups where unexpected enrolment increases or decreases occur during the year.
- Where students enrol after classes have been established, they will be allocated to a class based on class numbers and availability.
- The final decision on class placement remains with the Principal.