



CRAIGIEBURN PRIMARY SCHOOL

CLASS PLACEMENT POLICY

Rationale

Craigieburn Primary School creates its class structure based on the professional judgement of staff taking into account the student's emotional, social and academic needs, and resources provided.

Process

The Leadership Team establishes class structures for the following year.

Factors influencing class structures are:

- the educational needs of the students;
- the projected number of students in each year level;
- the ratio of girls to boys;
- projected enrolments;
- the constraints of resources and facilities.

Classroom Teachers, Specialist Teachers and the Leadership Team work together to determine class placements for the following year.

Factors considered in the placement of students include:

- academic performance
- work habits e.g. ability to work independently
- behaviour
- gender balance
- friendship groups
- cohort dynamics
- special abilities and needs
- information supplied by parents and/or support groups.

The process that Craigieburn Primary School works through begins months before the end of the school year. Towards the end of Term 3, students are given Preference Sheets to request friends they would like to be placed with for the following year. We try to accommodate at least one of the student's choices. Teachers of the current year level then meet with the other year level colleagues to create the class lists.

Class placement lists are then submitted for approval by the Principal.

Students that enrol during the year will be allocated to a class in relation to the student's needs, gender and existing class numbers. There may be a need to alter the placement once further information regarding the student is known.

Parent Requests:

- parents are able to make a classroom request based on educational needs
- parent requests in relation to choice of teacher will not be considered
- letters from parents will be considered for the following year only
- parents will be notified in the school newsletter to send a written submission with their reasons addressed to 'The Principal' by a set date
- any late submissions will not be considered, and
- although all requests submitted on time will be considered, the school cannot guarantee that parent requests will be met.

Notification of Class:

After the final 'Meet the Teacher' session, the student will bring home two notes stating the following:

1. The Teacher, Grade and Room Number for the following year.
2. The names of some Friends in their grade for the following year.

The complete Class List will not be advertised.

We believe all children are capable of, and should be given the opportunity to make new friendships in new classrooms. It also helps develop resilience in children where they learn to challenge themselves and experience real life situations where they need to learn and develop skills in working with new peers and teachers. This prepares them for real life beyond Primary School. Parents are encouraged to support the school and child in their class placement, as often the parent's anxiety can be transferred to the child.

Composite grades

The school is funded on the number of students enrolled and school allocations are made based on the recommended class sizes. Therefore, depending on the number of enrolments each year, it is likely there will be a number of composite classes.