



CLASS PLACEMENT POLICY

PURPOSE

The purpose of the *Class Placement Policy* is to explain to our school community how we manage requests for class placements for the following school year. A clearly defined, collaborative process for the placement of students into classes will lead to greater efficacy, increased understanding and improved opportunities for student learning.

The process that Mount Pleasant Road Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, students (or their parents and carers) may like to request that they be placed with a particular friend. We consider academic and social/emotional needs when placing students into classes.

Furthermore, this policy and related school procedures aim to:

- A. Provide each child with the opportunity to be part of a class of students that will allow them the best opportunity to learn.
- B. Form well balanced classes of students that take into account the social, emotional, academic and physical characteristics of each child.
- C. Ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.
- D. Ensure appropriate notification to parents regarding the process of class formation
- E. Conform with relevant DET directives on the composition of grades and class sizes.

SCOPE

This policy applies to students currently enrolled at Mount Pleasant Road Primary School, to their families, and to teachers and staff within the school. This policy does not require School Council approval. Approval of this policy and relating procedures is at the discretion of the Principal.

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Approved by: Kim Streitberger (Principal)	Date: Feb 2021	Next: Feb 2024
		Version 1.0

1. Requests for placement with friends

- A. We will not always be able to accommodate class placement requests, but will endeavour to take student/parent/carer wishes into consideration where possible.
- B. Mount Pleasant Road 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 similar and different abilities and interests.
- C. Requests by parents/carers that their child be placed in a class with a particular friend or friends, or that their child may be separated from a particular student, must be made in writing to the Principal before the end of Term Three preceding the following year.

2. Requests for placement with certain teachers

All teachers at Mount Pleasant Road Primary School are caring and committed educators and Mount Pleasant Road Primary School strives to ensure that all students are provided with a high quality education.

- A. Whilst we appreciate that parents/carers may wish that their child(ren) would benefit from being placed in a class with a particular teacher, we are unable to accommodate these requests. Our school’s leadership team, including the Principal, has an in-depth understanding of each teacher’s strengths and will always endeavour to place our students with teachers who are best placed to suit their needs.
- B. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

3. Requests for students to repeat a year level

- A. 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.
- B. We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters.
- C. Students are only able to repeat a year level in exceptional circumstances where Mount Pleasant Road Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs.
- D. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year

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level without the consent of parents/carers.

LOCAL POLICY

- A. While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process will be employed.
- B. Foundation to Grade Two classes will endeavour to be no more than 22 students whenever possible.
- C. The Principal will formally seek parent/carer input on class placement for students via the newsletter. All parent/carer input must be directed to the Principal and placed in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- D. Students will be asked to nominate in writing, five students they would like to be with in their class or five students with whom they work well.
- E. Staff members will work collaboratively to create draft classes of students. Consideration will be given to students' previous classes, each child's ability, gender, behaviour and friendship groups etc. Individual needs and a whole school perspective are considered.
- F. Once draft classes are completed, the Principal will make any necessary final alterations.
- G. Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- H. Any student who enrolls at the school during the year will be allocated to a class based on their needs and enrolment numbers. The Principal reserves the right to alter student placement once further information regarding the student is known. Under exceptional circumstances the Principal may reorganise classes throughout the year.
- I. Where possible, details relating to the school organisation, classes of students, and the roles of teachers will be released to parents in the final weeks of Term Four.

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