



# Hurstbridge Primary School

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## GRADE PLACEMENT POLICY

### Purpose

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To ensure children are placed into grades each year to best support their development. The school realises the importance of placing students into classes that best support their academic growth and social development. It has trust in the teaching staff to make this judgement.

### Aim

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For Hurstbridge Primary School to ensure that grades are formed each year in an equitable way, ensuring positive learning environments are established.

### Guidelines

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- Teachers will form grades ensuring:
  - All students are placed into a grade at the appropriate Curriculum Level
  - Grades are balanced with academic needs
  - Grades are balanced with social needs
  - Grades are balanced with behavioural needs
  - Grades have a gender balance
- Grades may contain students of different year levels (ie. composite grades)
- An invitation for parents to provide input based on academic grounds will be offered
- Opportunities will be provided outside of the classroom to foster existing friendships
- Social skills will be focused on in the classroom to help students develop positive relationships with their classmates

### Implementation

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- During October/November the school will ask (via the newsletter and Compass) if parents have any information the school should consider when placing their students into grades for the following year. All requests must have an input on the academic development of children. All requests will need to be in writing to the Principal by the date announced. Letters will be acknowledged that they are received. If necessary the school will contact the parents for further information, no guarantees are made but all requests will be considered.

During November/December teachers will work with school leadership to look at forming grades for the following year. Teachers will consider all of the guidelines to ensure that grades are established fairly and equitably. Students will have opportunities to meet their new class and teacher (if available) during December for the following year.

The school leadership team will allocate staff members to classes based on the School's Consultative Process.

## **Evaluation**

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Evaluation of the Grade Placement Policy will occur as stipulated in the Hurstbridge PS Policy Review Cycle

*Ratified by School Council on 17/10/2017*