



CLASS PLACEMENT POLICY

PURPOSE

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

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

GUIDELINES

- Teachers will form classes ensuring
 - All students are placed into a class at the appropriate Curriculum Level
 - Classes are balanced with academic needs
 - Classes are balanced with social needs
 - Classes are balanced with behavioural needs
 - Classes have a gender balance
- Classes may contain students of different year levels (ie. composite classes)
- Students will be provided with an opportunity to nominate friends and peers that they might like to work with in their class in the following year
- An invitation for parents and caregivers to provide input based on academic, social or behavioural grounds will be offered
- Opportunities will be provided outside of the classroom to foster existing friendships
- Social skill will be focused on in the classroom to help students develop positive relationships with their classmates.

IMPLEMENTATION

During October/November the school will ask (via the newsletter and Compass) if parents or caregivers have any information the school should consider when placing their child into classes for the following year. All requests must have an input on the academic, social or behavioural development of children. All requests will need to be in writing to the Principal by the date announced. Letters will be acknowledged that they have been received. If necessary, the school will contact the parents / caregivers for further information. All parent and caregiver requests will be considered but they may not always be granted.

During October/November the school will ask provide time for students to select some friends and peers that they would like to work with in their class next year. Students will be able to select up to 5 classmates (in no preference order). The school will then try to ensure that every student has at least one student from their list in their class for the following year.

During November/December teachers will work with school leadership to look at forming classes for the following year. Teachers will consider all of the guidelines to ensure that classes 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.

REVIEW PERIOD

This policy will be reviewed every 3 years, or earlier as required.
School Council consultation is recommended before Principal approval.

Endorsed on	26 th July 2022
Next review date	July 2025