



CLASS PLACEMENT POLICY

Rationale

At St Richard's School we believe that the placement of students into classes requires careful consideration. A child's social, emotional and academic development will be considered when placing students.

Aims

Through our Class Placement Policy we aim to create classes which:

- have a balance of academic, behavioural and physical abilities, gender and social/emotional needs.

Implementation:

Class placement is dependent on a variety of factors including enrolment numbers, staffing allocations and the staffing schedule, maximum allowable class sizes and available classrooms.

To promote effective implementation, the following procedures have been put in place:

- The Principal will advise parents/guardians via the Newsletter early in Term Four that planning for class placements for the following year has commenced.
- If parents believe that there are circumstances that the school may need to consider in developing these class lists, they are advised to communicate these in writing to the Principal by the designated date in Term Four.
- These additional learning needs will be taken into consideration if they genuinely affect the child's social, emotional, behavioural or academic development.
- Whilst the Principal will consider the student's additional learning needs, no guarantees about particular placements can be assured.
- Parents need to use the official school '*Additional Learning Needs Consideration*' form and return it the Principal by the due date. This form is available in the school newsletter.
- The teaching staff from the current year place students in the class groups for the next year.
- The Prep class list for the next year is the first to be planned based on new enrolments. This list is published along with the Prep teacher/s' name/s at the November Parent Information evening.
- Parents are informed about next year's class lists in writing with the end of year individual reports.
- Students experience an orientation session with next year's class group and teacher in the last week of school.

Evaluation:

This policy will be reviewed as part of the school's review cycle.