

Class Placement Guidelines

South Padbury Primary School



RATIONALE

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

PROCESS

The administration team and teaching staff establish class structures for the following year based upon anticipated enrolments and estimated funds indicated by the student centred funding model to employ teaching staff.

Factors staff take into consideration when allocating students to classes:

- projected number of students in each year level and past enrolment trends
- ratio of boys to girls
- spread of students with respect to academic performance, social development and classroom behaviour
- the best educational needs of the student
- special circumstances such as twins or individual family members, and
- rotation requests and spread of student's birthdates in Kindergarten

Forming composite classes:

- independent students
- student maturity and behaviour
- social development
- social network
- previous class placements
- special needs such as twins and family situations.

Final class list submissions will be ratified by the administrative team and the final decision is made by the Principal.

Parent requests:

- parents are able to make a class placement request based on educational needs
- parents will be notified in the school newsletter to send a written submission with their reasons, addressed to "The Principal" and marked "Confidential" by a set date
- all written parent requests that arrive by the due date will be considered based on educational merits and in relation to the class structure process outlined above
- any late submissions will not be considered, and
- **the school cannot guarantee that parent requests will be met**

Advertisement of class placements:

- class lists will be placed on the window of the Indonesian room in Durack block
- parents will also be notified via a text message of their child's class placement in case they are unable to attend the school
- Connect notices will occur on the last business day before the first day of school
- Kindergarten parents will be notified of their class groupings at the orientation session in Term 4

FREQUENTLY ASKED QUESTIONS

What is the process for placing students into classes?

Based on the criteria listed above, teaching staff and administration meet during Term 4 to establish classes for the following school year. Teachers of the current year level meet with the other year level colleagues to create the class lists (i.e. Year 2 teachers decide Year 3 placements etc.).

It is acknowledged by all, that friendships are important. However, to ensure balanced classes as outlined above, friendship groups are not a primary determining factor in class placement and this is not part of our Class Placement Guidelines. Proposed class lists are created through staff input and then ratified by the administration team and finalised by the Principal.

Why do we ask parents to leave class placement in the hands of the teaching staff?

As professional educators we strive to make the right choices taking into account all the information we have to hand. While it is certainly true parents know their children, when a parent requests a specific placement for their child, they do not have all the relevant information. Teachers, on the other hand, have the academic and social information about all children in a particular year level.

Can I request my child's placement with another child in the classroom? Or, can I request my child not be placed with another particular child?

Occasionally, we receive a request from one family to place particular children together, while the second family requests the same children be placed in separate classes. The final decision on placement rests with the administration team.

Often children placed with best friends will work and play exclusively with each other, and this does not promote the social interaction we try to foster. We also find young children change best friends regularly.

When allocating children to classes, we endeavour to foster positive social interaction across a year group, by making socially balanced classes and to help prevent non-constructive relationships.

If your child is having difficulty with a student in his/ her class, please inform the class teacher, so problem solving can take place. This is the aspect of the school experience where students learn to function socially with all kinds of people.

Do teachers request certain student placements into their classes?

No, teachers focus on class balance to ensure a successful year for all.

When I get my child's class placement, can I request that it be changed?

The class placements are considered final. Changes to placements are rare due to the fact they often cause a chain reaction that impacts another classes and the balance of those classes. While we feel we consider the individual child during the placement process, parents must realise their child is part of a complex equation.

You may talk with the Associate Principal or Deputy Principal about your concerns and be assured that those concerns will be shared with the teacher as they are expected to have the skills to help children adjust.

What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?

Parents need to talk to the teacher and then if necessary the Associate or Deputy Principal so the child's needs can be addressed and the issue resolved, as per the school's Complaints Management Policy.

Parents play a significant role in how children feel about class placements, and are expected to be positive and encouraging with their children in this process. If you have any more questions, please feel free to contact one of the administration staff or your child's teacher.