

CLASS PLACEMENT OF STUDENTS POLICY & PROCEDURE

Endorsed by Board: 31st May 2022

GUIDING PRINCIPLE

The educational interests of the child will be the basis for class placement ahead of all other considerations.

RATIONALE

Individual class placements can have significant effects on student achievement and must primarily be based on the school's professional judgements of the child's educational needs, circumstances and interests.

PLACEMENT CRITERIA & CONSIDERATIONS

- The child's academic, social, physical and emotional needs
- Creating balanced class groups across the school
- Organisational needs

COMMUNICATION

Parents are provided with a copy of the policy 'Class Placement Policy' on the school website.

Whilst information provided by parents may be considered relevant to the placement process in some circumstances, the school Administration Team will ultimately make the final decision in regards to student placements.

Any information that is provided by parents for the upcoming school year must be submitted in writing to rostrata.ps@education.wa.edu.au by the end of Week 2, Term 4. (Any submissions from parents are only considered for the upcoming school year and are not considered an ongoing arrangement.)

Please note that individual requests for teachers or specific classrooms will not be accommodated.

Each child's class allocation will be provided via Connect prior to the start of Term 1, the day before school starts each academic year to allow for enrolments at the start of the year to be allocated.

PLACEMENT PROCEDURE

1. Special Placements

'At Risk' children or those with special needs will be identified and recommended for placement based on their individual needs and the specific support required.

2. General Placements

- Projected numbers for the new year are estimated and possible class groupings considered by administration.
- Staff are consulted on the preferred class groupings and whole of school structure.
- Teachers place students in classes based on their knowledge and experience of their students.
- Student and staff knowledge is used to provide information on friendship groups.
- Any parent information that is deemed relevant may be considered.
- Teachers meet to formulate the proposed classes.
- Specialist teachers consider class groups to provide their input if needed.
- The administration team and teachers review all of the drafted lists prior to the preparation of final class groups.
- The school Administration Team reserves the right to change class placements and class structures at any time.

The successful implementation of this policy will ensure smooth transition from year to year with the overall well-being of every student in the school being considered.