



## Class Placement Policy

### PURPOSE

The purpose of this policy is to:

- Provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn.
- Form well balanced classes of students that take into account the social, emotional, academic and physical characteristics of each student.
- Ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each student prior to class placement.

### SCOPE

This policy applies to all students and staff at Auburn South Primary (ASPS).

### POLICY

While the allocation of students to various classes, the formation of class structures and class compositions are all ultimately the responsibility of the Principal, a collaborative process with the school community will be employed.

- The process of forming classes will commence in October of the preceding year.
- The Principal, in consultation with staff and after considering overall student numbers, will determine the number of classes and class sizes in respect of each year level for the following year.
- Staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class the child was in, the child's ability, behaviour and friendship groups.
- Individual needs and a whole school perspective must be considered.
- The school will formally seek input from parents via a friendship preference sheet completed with their child/ren.
- Any extra information that the Principal should consider from a parents' perspective should be placed in writing and addressed to the Principal. This is an opportunity for parents to raise any information about their child/ren's individual learning needs by the due date communicated.
- Under exceptional circumstances, the Principal may reorganise classes throughout the year.
- Students who enrol at the school during the year will be temporarily allocated to classes, with possible changes to the placement once further information regarding the student is known.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation, classes of students, and allocation of teachers, will be released to parents in the final weeks of term four of the preceding year.

### REVIEW PERIOD

This policy was ratified by the Principal in October 2020 and is scheduled for review in 2024.