



CLASS PLACEMENT GUIDELINES

Purpose

Southern Grove Primary School has a process in place for allocating students into classes each year. The procedure ensures that the professional judgement of both the teaching staff and leadership team is informed and that all available information is applied to the placement process. The interests of children are paramount to the decisions taken by the school.

Classes are formed to provide the best possible learning environment using informed professional judgement and considering all available information.

Parent and Carer Commitment

Parents and carers commit to supporting the school's Class Placement Guidelines by:

- Supporting and accepting decisions by the school; and
- Being positive with their child about the class placement decision.

Process

1. The Executive Team determines the structure options for the following year based on anticipated enrolments, enrolment trends and the need for flexibility.
2. Parents and carers may provide the Principal with specific information about their child's learning needs that they believe the school may not be aware of. Such information would not include a request for a particular teacher. The information should be provided in writing (letter or email) to the Principal. This information will be referenced, along with other available information, during the class placement process. ***Parents are advised that these requests are considered but not automatically accommodated.***
3. Staff members in each year level meet to determine the placement of their current students for the following year, taking into consideration the criteria below:
 - Classes are to be homogenous with respect to academic performance, social development and classroom behaviour
 - Special educational needs of a student
 - School psychologists recommendations
 - Friendships - classes will be set to enable the integration of new students and provide opportunity for students to broaden their friendship group
 - Class placements in previous years
 - Constraints of resources and facilities
4. Class lists will be formed and then reviewed by all staff
5. Class lists are then submitted to the Executive Team for further review.
6. Class lists finalised and distributed to parents as soon as possible.

All queries regarding your child's class placement must be discussed with a member of the Executive Team. The final decision on class placement remains with the Principal.

