# Class Placement Policy

# Purpose

To explain to our school community the process for the formation of classes and the placement of students into classes, including how we manage requests for class placements, for the following school year.

# Implementation/ Process

The process that Hampton Primary School works through to plan each student’s class placement takes place in Term 4.

The Principal, after considering student numbers, will determine the number of classes at each year level for the following year. The allocation of students to various classes, class structures and class compositions are ultimately responsibilities of the Principal.

We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class and this policy addresses those requests.

## Requests for placement with friends

Hampton Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

The Principal will formally inform parents early in Term 4 of their ability to make requests for friendships and separations based on extenuating circumstances. Requests for class placements must be made in writing, outlining who parents would like your child to be placed with or separated from and why. Requests should be addressed to the Principal. These requests will be considered but not guaranteed.

Students will be given the opportunity to nominate a minimum of four classmates they wish to be in class with the following year. This list will be taken into account when placing students in classes, with at least one student on the list being the placed in the same class.

## Requests for placement with certain teachers or Integration Aides

All teachers and Integration Aides at Hampton Primary School are caring and committed educators and Hampton Primary School strives to ensure that all students are provided with a high quality education. Whilst we appreciate that parents may believe that your child would benefit from being placed in a class with a particular teacher or Integration Aide, these requests will not be considered. Our school’s leadership team has an in-depth understanding of each teacher’s and Integration Aide’s strengths and will always endeavour to place students with teachers and Integration Aides who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise.

## Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department’s *Policy and Advisory Library* on Year Level Movement – see Repeating a Year Level policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Hampton Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. Parents/carers will be advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

**Class Formation Process**

Staff members will be required to work collaboratively to create classes of students. Consideration will be given to gender, the previous class, students’ abilities, behaviour and friendship groups (as per individual student friendship request lists). Individual needs and a whole school perspective must be balanced.

Information will be collected in relation to such areas as students’ behaviour, academic ability and emotional needs, and recorded using an online platform (currently Class Creator) highlighting areas for consideration as outlined in the staff Grade Formation Process document. Class lists will then be constructed and teachers allocated by the Principal. The Principal will make any necessary final amendments on the completed draft lists. Under exceptional circumstances the Principal may re-organise classes throughout the year.

Staff members will not disclose the composition of proposed classes prior to any formal announcements.

Students who enrol at the school during the year will be allocated to classes at the discretion of the Principal, based on class sizes and compositions. This initial placement may be adjusted if it is deemed that another class would better suit the student.

In the final week of Term 4, students will be given a copy of their class list on the day they meet their new teacher. Class details will subsequently be released to parents.

The allocation of teachers to classes is the responsibility of the Principal who will consider many factors, including which class will benefit most from which teacher.

All concerns regarding student placements must be directed to the Principal and all information gathered throughout the process of class formation shall remain confidential.

# Related policies and resources

Statement of Values, Visitors Policy, Statement of Commitment to Child Safety/Child Safe Policy, Child Safety Code of Conduct

# Evaluation and Review

The School Council (via the relevant Committee) will conduct a review of the Policy; either annually or every 3 years as determined by School Council or DET guidelines. .

All policies will be available to the community via the school website Compass portal.

# Revision and approval history

The section records the history and review of each policy.

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| **Date** | **Reviewed by** | **Description of outcome** | **Council Approval Date** |
| **19/07/2021** | **Education Sub-Committee** | **Recommendation for ratification by School Council** | **20/07/2021** |
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