

## CLASS PLACEMENT POLICY



**Help for non-English speakers:** If you need help to understand this policy, please contact the Hampton Primary School office on 9598 1412.

### 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.

### SCOPE

This policy applies to all students at our school

### IMPLEMENTATION

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 the 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 placed in the same class.

Parent requests must be specific to academic or social needs and be evidenced. Requests must be outlined in a letter to the Principal and will be considered on a case-by-case basis. Opportunities for such requests are published annually in the newsletter. Requests for particular teachers or ES staff, or those that are received after the due date will not be considered.

#### 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 their 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 to 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.

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 & RESOURCES**

Student Engagement and Wellbeing Policy

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways (DELETE UNNECESSARY):

- Annual reminders in our school newsletter
- Available publicly on our school’s website
- Included in the Parent Handbook
- Hard copy available from school administration upon request

### **POLICY REVIEW & APPROVAL**

Policy last reviewed	May 2024
Approved by	School Council
Next scheduled review date	Review every 3years

