

## **Hillarys Primary School Class Placement Policy**

### **Rationale**

Hillarys Primary School creates its class structure based on staff professional judgement and taking into account the students' academic, social and emotional needs. This Policy is endorsed by the School Board.

### **Guidelines for Class Placements**

Hillarys Primary staff are committed to meeting the educational needs of all students. Significant levels of thought, planning and time goes into placing children into classes; across all year levels. Every effort is made to place each child in a learning environment that is happy and focused on teaching and learning. We strive for the best educational placement for all students across the school.

The Leadership Team devise a school structure for classes from K – 6. The number of classes which can be staffed by teachers is dependent on the funding made available from the total anticipated enrolments. Industrial tools must also be considered with school structures for classes.

### **Factors influencing class composition are:**

- the educational needs of the students;
- the projected number of students in each year level;
- the ratio of girls to boys;
- projected enrolments during the year based on past trends;
- the number of teachers employed at the school; and
- the constraints of resources and facilities.

### **Factors which are considered in the class placement of students are:**

- academic performance
- work habits E.g. ability to work independently
- gender, ratio of boys to girls
- spread of students with respect to academic performance, social development and classroom behaviour
- social network
- social maturity
- special circumstances E.g. twins, siblings
- school psychologist recommendations
- relationships and partnerships

Classes are not streamed. Should there be more than one class in a particular year level, or there's a need to form a composite or split-grade class, the professional judgement of the Leadership Team, and relevant teaching staff from the previous year, will determine the placement of individual students.

## **What is the process for placing students into classes?**

Based on the class structure influences and considerations, teaching staff and the leadership team commence class placement planning in Term 4.

This includes;

- Sociograms – student voice
- Teacher matrix – professional judgement – academic/social emotional/independence
- Student Services and Referral Recommendations

Student friendship groups are not a primary factor in determining class placements across the school. The school does acknowledge friendships as a consideration for class placement and applies a student socio-gram process to gather information.

The primary focus is to create balanced classes across all year levels within the teaching and non-teaching staffing structure for that year.

Students are encouraged to develop a wide friendship base and staff will support them with this.

### **Notification of Class Placement:**

Changes to class structure or teacher allocations may occur right up until the week before the start of the school year to accommodate for increased or decreased enrolments over the holiday period.

- A notification will be sent to parents / carers the Friday before school commences
- Student class placements will be made available to parents / carers through a CONNECT e-mail notification

Class placements are considered final.

Changes to placements are rare due to the fact they often cause a chain reaction and impact on the class balance, which in turn is unfair to many students within the group.

While we feel we consider the individual child during the placement process, parents must realise their child is part of a complex equation in school placements, and balancing needs across the whole school.

### **Guidelines for Parents:**

Parent input regarding their child's educational needs will be considered through formal interview processes with an Associate Principal. This may also include the involvement of external services through our school case management approach.

- Requests in relation to choice of teacher will not be considered as a placement consideration.
- The school cannot guarantee that parent requests will be met.

If you have any more questions, please feel free to contact one of the Administration staff or your child's teacher.

Endorsed by: Hillarys Primary School Board December 2021

