

Class Placement Policy 2024

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Rationale

Hillarys Primary School creates its class structure based on staff professional judgement and considering the students' academic, social, health, medical 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. We strive for the best educational placement for all students across the school.

The Leadership Team devise a whole school structure for classes from K – 6. The number of classes which can be staffed by teachers is dependent on the funding made available by the Department of Education (DoE) from the total actual and anticipated enrolments. Industrial regulations 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 as per DoE guidelines
- resourcing (human, physical and financial)

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

- academic performance
- work habits e.g., ability to work independently
- spread of students with respect to academic performance and classroom behaviour
- social network, maturity and needs
- special circumstances e.g., twins, siblings
- school psychologist recommendations
- relationships and partnerships
- student preferences submitted via a sociogram

Classes are not streamed according to ability. 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.

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The process for placing students into classes

Based on the class structure influences and considerations, and the factors listed above, teaching staff and the leadership team commence class placement planning mid Term 4.

The process:

- The Associate Principals (APs) collect all the relevant data as listed above.
- The number of classes for the year are determined
- Students are placed in class groups according to the data
- Teachers and the leadership review new class placements to ensure parameters are met as above
- The Administration Team review the final plan and the office staff enter the information
- Class lists are distributed to parents the Friday before school commences

Please note:

- 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.

Notification of Class Placement

Changes to class structure or teacher allocations may occur right up until the day 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 and carers the day before school commences
- Student class placements will be made available to parents and carers through a COMPASS notification

Parents with concerns

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 for the choice of teacher will not be considered
- 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 TBC