Rationale:

- A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

Aim:

- To provide each child with the opportunity to be a part of a class of children that will allow them the best opportunity to learn.
- To form well-balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

Implementation:

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process will be employed.
- The process of forming classes will commence in November of the previous year.
- Preferred class compositions are in Prep, Junior (yrs 1&2), Middle (yrs 3&4) and Senior (yrs 5&6).
- The principal, in consultation with staff, after considering student numbers, will determine the number of classes for the following year, the year levels of each class as well as class sizes.
- Consideration will be given to gender, the previous class, each child’s ability, behaviour and friendship groups etc.. Individual needs and a whole school perspective must be considered.
- Prep and junior classes aim to be an average of 21 children.
- The principal will formally seek input from parents via the newsletter in September/October. All parental input must be directed to the Principal and placed in writing or via interview. The Principal will discuss parent input prior to the formation of classes with the Assistant Principal and Leading Teacher.
- The AP and LT will construct draft classes and share these with staff on multiple occasions. The AP and LT will make any necessary final alteration and present classes to the Principal.
- Under exceptional circumstances, the Principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents via newsletter as soon as possible.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.
- The Principal will manage the enrolment of the school in accordance with DEECD policy and in the best interests of the students, staff and the neighbourhood community.

This policy was last ratified by School Council in March 2011