PURPOSE
- The Student Class Placement Policy ensures there is a framework which assists in the determination of student allocation to classes

POLICY GUIDELINES
- To provide the best learning opportunities for students through grouping students to allow them to work with and learn with others, build social skills and strengthen resilience
- Follow the Victorian Essential Standards (VELS) structure in creating classes

POLICY IMPLEMENTATION
- The allocation of students to classes is the responsibility of the Principal in consultation with staff
- Parents will be notified by letter from the Leadership Team of the criteria used for class placement prior to the process commencing each year
- The Principal will notify parents through the school newsletter of when the class placement process will begin
- The Principal will accept requests from parents (in writing only) which outline particular learning needs of students which may impact on class placements
- These requests will be taken into account but there is no guarantee these will be met
- No requests for teachers from parents will be accepted
- Students will be asked to nominate 5 learning buddies who they can work well with and who will be in the same level as them in the following year. Students will then receive at least one of these buddies in their next class or, if this is not possible, parents will be notified and the situation discussed prior to announcing placements
- Kindergarten children who are commencing as Preps will be placed with some known children from their previous setting, but in the main kindergarten groupings will be shared across the classes to ensure students extend their friendships
- Every effort will be made to ensure class sizes remain small with Level 1 and Level 2 classes will be an average of 21 where possible and Level 3 and Level 4 classes of around 25 students
- Student placement will reflect gender balance and will consider the number of students, (male and female) at a given year level within the VELS level class
- Classroom teachers will work with each other across levels to balance placements based on demonstrated academic, (based on end of year VELS reports) social and learning needs of students to compile classes. Classes will come back to the Leadership Team prior to being finalised
- The proposed classes created for the following year will then be presented to the Principal and Assistant Principal and will outline the needs of students as mentioned above and without teacher names assigned to classes. Special consideration will be given to the placement of Program for Students with Disabilities (PSD) and the Assistant Principal will provide advice to the Principal regarding these students.
- The Principal will assign teachers to classes after student placements have been completed and will then notify class teachers
- Students and parents will be informed of student placement for the following year during the last week of the school year

EVALUATION
The student class placement policy will be reviewed by the Leadership Team on a cyclical basis in accordance with the policy review schedule

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<thead>
<tr>
<th>Policy Area</th>
<th>Ratified School Council:</th>
<th>Next Review:</th>
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<tbody>
<tr>
<td>Management</td>
<td>November 2010</td>
<td>2014</td>
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