

HOLY TRINITY SCHOOL



CLASS PLACEMENT OF STUDENTS POLICY

RATIONALE:

The placement of students into classes requires careful consideration. At Holy Trinity the emphasis in teaching and learning is to cater for the academic, social and developmental needs of all students.

AIM:

Through our Class Placement Policy we aim to create classes which have a balance of academic, behavioural and physical abilities, gender and social/emotional needs.

IMPLEMENTATION:

Class placement is dependent on a variety of factors including enrolment numbers, staffing allocations and the staffing schedule, maximum allowable class sizes and available classrooms. To promote effective implementation, the following procedures have been put in place:

- To place students in class groupings to best achieve the school's educational goals and provide for all aspects of each child's development.
- Where possible, children will have a different teacher and be with a different group of children each year.
- The Principal will place a notice in the Newsletter in mid October advising parents of the process commencing for class arrangements for the following year.
- If parents believe that there are individual needs to consider in the class placement of their child, they are advised to communicate these in writing to the Principal. Parents need to use the official school 'Consideration for Placement' form and return it to the Principal by the due date. This form will be made available in the school newsletter.
- Considerations from previous years will not be taken into account as they may no longer be of relevance. Parents are required to inform the school each year of any current considerations for placement.
- These additional needs will be taken into consideration if they genuinely affect the child's social, emotional, behavioural or academic development. Whilst the Principal will consider the student's additional needs, no guarantees about particular placements can be assured.

- The placement of St Mary's students will be in collaboration with both Holy Trinity and St Mary's staff.
- While Consideration will be made for student friendships, greater emphasis will be placed on 'students they learn well with'.
- When classes are being formed for the following year, the process involves:
 - The current Class Teacher in consultation with other level teacher/s;
 - Specialist Teachers, if required;
 - The Principal/Deputy Principal who hold the ultimate responsibility for class placement.
- The professional teaching staff are in the best position to make informed decisions regarding the placement of children in classes for the next year.
- The Principal will pass relevant information on to teachers (including children not returning the following year, and relevant staff appointments for the following year, if known). Teachers will also be provided with a list of new children coming into the school.
- Parents will be informed about their child's class for the following year at the time of issuing the Semester Two Student Report. No changes will be made after this time.
- Children will have time with their new teacher on the school's transition 'move up' day.
- All class teachers will be made known to families via the school newsletter in December.

EVALUATION:

Evaluation of the Class Placement of Children Policy will occur in line with our school's policy review cycle.