



BARWON HEADS PRIMARY SCHOOL

Students Into Grades Protocol (Summary)

'Empower students to shape and enrich the world around them'

PURPOSE

- The Students into Grades Protocol exists so that students can be placed into new grades to maximise learning and wellbeing. It also provides a transparent and fair system for staff to allocate students professionally.

GOALS

- Students will be placed in grades to optimise opportunities for success.

IMPLEMENTATION

- Teachers need an understanding of student's academic, social and emotional needs to complete a survey on Class Creator. The surveys will ask the teachers to answer questions on:
 - Behaviour
 - Academic
 - EAL
 - Additional Support Required: You can add a tag to provide more information e.g. Disability Inclusion Profile, neurodiverse etc
 - Optional:** Separations (Teachers/Leaders can make suggestions of students who should not be placed together)
 - Optional:** Pairings (Teachers/Leaders can make suggestions of students who should be placed together)
 - Student Preferences – Students to choose 5 children from their cohort that they work well with.
 - Tags – You have one available tag which is 'Intended Exit'. This is for students we believe are leaving at the end of the year
 - Notes – further notes

Teachers should use the rubric on Class Creator to help them choose the most suitable response for each child.

Students will be placed into grades through an algorithm on Class Creator. The classes will be created with a balance of gender, academic, social and emotional needs, whilst trying to ensure the separations and preferences are accounted for.

STEP BY STEP PROCESS FOR THE PLACEMENT OF STUDENTS IN GRADES AT YEAR'S END.			
Step	When	What	Who
1	Term 4 Week 2	Provide a 2 week window of opportunity for parents to request potential placement for their child in 2023 via Family iNewsletter	Principal
2	Week 4	AP provides overview of the Students into Classes Protocol and Process via Team Leaders and Staff Meeting	Assistant Principal
3	Week 4	Principal collates requests and consults with relevant leaders if appropriate e.g. to seek further information (whilst maintaining confidentiality of original message).	Principal, Assistant Principal
5	Week 4	Teachers complete survey on Class Creator	Class Teachers
6	Week 5	AP liaises with class teachers regarding any students who are repeating a year level so they are not placed in the next year level. Leadership informs Team Leaders and Office Staff who are preparing the list to be aware of these students. Relevant staff note the repeating students.	Assistant Principal Class Teachers Office Admin
7	Week 4 – 5	Students are asked to choose 5 children from their year level that would be good learning partners for next year. Prep students – may need to verbalise this to their teacher who can write down their responses. Teachers to enter this into Class Creator	Class Teacher Students
8	Week 6	V1 Class lists are produced on Class Creator by AP.	Assistant Principal

		In a Week 5 PLT/Org meeting - Teams to look at classes and make any changes together. Once changes have been made. Team leader saves Version as Grade X V2 PSD/DI students are included in the year level lists as part of the overall behavioural and academic balance of the grades.	Classroom Teacher/Team Leader
9	Week 6	AP/Learning Specialist / Wellbeing Coordinator considers PSD/DI placements (e.g. students they work well with or students with similar needs).	Assistant Principal Learning Specialist
10	Week 6	Leadership review the draft Grade lists and suggest any changes to Team Leader.	Leadership
11	Week 7	In a PLT/Org Meeting - Team relook at class lists and consider feedback from Leadership. Make any necessary changes. Save as V3 Specialists are invited to meet with LT's to view draft grade lists.	Class Teachers Team Leaders Specialists
12	Week 7	Leadership then review the grades together to provide a perspective on any potential issues and which teachers might be best suited to the grade. Leadership make a note of which teachers may be best suited to grades (e.g. academic, social & emotional,	Leadership
13	Week 8	Once teachers are placed in Grade Levels for upcoming year, Leadership meet to ensure that they are aware of the teachers best suited to the PSD/DI students in the new grades.	Assistant Principal/ Learning Specialist
14	Week 8	Once there is agreement that the grade lists are balanced then it is appropriate to place teacher names above the grade lists. This is to be done by Leadership, taking into account any approved parent requests.	Assistant Principal
15	Week 9	After teachers have been assigned to classes, and teachers have been made aware of their grade level for the upcoming year, THEN teachers from the relevant department area are again invited to view the grades. (I.e. the next year's grade 3 teachers would view the next year's grade 3 grades). Necessary swaps (i.e. taught student before) must be equitable and ratified by Leadership.	2022 Teams/Class Teachers Specialists
16	Week 9	Leadership make a final check of grades to ensure all students are included from the current year level. Also check for new enrolments.	Leadership/Admin
17	Week 9	Principal Team make final check of grades to ensure approved parent requests are carried out.	Principal Assistant Principal
18	Week 9	If new students are enrolled into the grades, a member of the Leadership Team (who has knowledge of year level) places students into grades. If this involves moving students into other grades, this movement must be saved as a new version	Leadership
19	Week 9/10	AP to liaise with office staff and advise them regarding an appropriate time for the grades to be typed up on grade lists (not colour coded) and passed onto teacher ready for grade orientation. If a student is enrolled AFTER the grades are typed up by the office staff, a member of leadership will place the student and communicate this to both the office staff and the relevant teacher.	Assistant Principal Office Admin (Leadership)
20	Week 11	Meet the Teacher Day Students (and families) are informed of their teacher and class for 2023.	Teachers