



CLASS PLACEMENT PROCEDURE

RATIONALE

Our Lady of the Cape Primary School has a procedure in place for allocating students into classes each year. The procedure ensures that the professional judgement of the School Leadership Team and Teaching Staff is informed by input from parents and carers and that all available information is applied to the placement process. Although class placements can be a sensitive issue, the interests of all children are paramount to the decisions taken by the school. Much thought and careful consideration goes into this process. A child's social, emotional and academic development will be considered when placing students.

AIMS

Through our Class Placement Procedure, we aim to create classes which:

- Have a balance of academic, behavioural and physical abilities, gender and social/emotional needs
- Ensure an equitable outcome for all students.

We also aim to:

- Provide a clear framework to be applied by the School Leadership Team and Teaching Staff when determining class placements for students
- Provide parents and carers with information on the procedure and opportunities for their input to the process.

PROCEDURE

The following procedures apply when allocating students to class groups for the following year:

1. Individual class placements will be decided by the School Leadership Team in conjunction with Class Teachers, based on their professional judgement and with consideration of the following factors:

- Professional judgement
- Special educational needs of the child
- Overall academic abilities in the class
- Overall social and emotional needs and abilities in the class
- Gender balance
- Student wellbeing
- Class placements in previous years
- Classroom observations.

2. Parents and carers may provide the School Leadership Team with specific information about their child's learning or social needs that they believe the school may not be aware of. Such information would not include a request for a particular teacher or class grouping. The information should be provided in writing (letter or email) to the Principal by the commencement



of Week 4, Term 4. This information will be referenced, along with other available information, during the class placement process. The Leadership Team will manage this process in consultation with classroom teachers.

3. Class placements for the year ahead will be communicated to parents via email in the last week of the current school year. This practice means that:

- Students will know the name of their teacher for following year
- Parents and carers will have time to talk positively to their children about the class experiences they may have the following year.

4. Class placement allocations cannot be changed.

PARENT AND CARER COMMITMENT

Parents and carers commit to supporting the school's Class Placement Procedure by:

- Supporting and accepting decisions made by the school
- Being positive with their child about the class placement decision that has been made.

SCHOOL COMMITMENT

The school commits to supporting the Class Placement Procedure by:

- Using informed professional judgement when deciding class placements
- Considering all available information, including that received from parents and carers that assist the process.

IMPLEMENTATION

Class placement is dependent on a variety of factors including enrolment numbers and staffing allocations.

To promote effective implementation, the following procedures have been put in place:

- The Principal will advise parents/guardians via the Newsletter early in Term Four that planning for class placements for the following year has commenced
- If parents believe that there are circumstances that the school may need to consider in developing these class lists, they are advised to communicate these in writing to the Principal by the commencement of Week 4 in Term Four
- These additional learning needs will be considered if they genuinely affect the child's social, emotional, behavioural or academic development
- Whilst the Class teachers and Leadership Team will consider the student's additional learning needs, no guarantees about placements can be assured
- The teaching staff from the current year place students in class groups for the next year
- Parents are informed about next year's class allocation via email in Week 10, Term 4
- Students experience an orientation session with next year's class teachers and classrooms in the last weeks of the school year.





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FREQUENTLY ASKED QUESTIONS

Why do we ask parents to leave class placement in the hands of the teaching staff?

As professional educators we strive to make the right choice and consider all the information we have at hand. Our teachers have been working with your child every day for a year, gathering information on preferred learning styles, interests, social groups, emotional needs as well as academic ability.

Previous teachers and specialist teachers are also consulted for their input. While it is true that parents know their child the best, when a parent requests a specific placement for their child, they do not have all the relevant information. Teachers, on the other hand, have the academic, social and emotional information about all students in a particular year level.

Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?

No, this is not part of the Class Placement Procedure. We believe that all our teachers at OLC are high quality educators.

Can I request my child's placement with a specific child in the classroom? Or can I request my child NOT be placed with another child?

When allocating children to classes, we endeavour to foster positive social interaction across a year group, by making socially balanced classes. If your child is having difficulty with a student in his/her class, please inform the teacher so problem solving can take place.

This is the aspect of the school experience that reflects 'real life' where students learn to function socially with many people. Remember that they are in class to learn, they will still interact socially with peers from the other class at recess and lunch time, and most classes come together for common activities from time to time. Broadening their friendship circles is a valuable life skill.

What are examples of reasons I can include in my request?

The types of reasons that would be considered are:

- Special needs such as twins and siblings
- Family situations that the school may not be aware of.

When I get my child's class placement, can I request that it be changed?

You may talk with one of the Assistant Principals or Principal about your concerns and be assured that those concerns will be shared with the teacher so your child's anxieties will be addressed.

Teachers run programs and activities at the beginning of the year to help children feel comfortable, get to know other students in the class and feel connected to the school.





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Class placements are considered final.

Changes to placements are not considered due to precedence and the chain reaction that this would create. While we feel we consider the individual child during the placement process, parents must understand that their child is part of a complex equation in school placements.

***What if my child is having difficulty in his/her new placement after school has started?
Can we request a change then?***

We will do everything we can to solve problems. Parents need to talk firstly to the class teacher; if the matter needs to be referred on, an Assistant Principal or Principal will be happy to assist so your child's needs can be addressed. Changing classes is not part of the Class Placement Procedure.

Please be assured that all information about children is valued and heard. Teachers work hard to make the transition between years a smooth process for all our students. Parents can help by being as positive and encouraging as possible to their children in this process.

