

# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

### Class Placement Policy

**Authorisation:** By the Armadale Primary School Council on the 21<sup>st</sup> May 2012  
**Recommended:** By the Curriculum & Policy Sub Committee

**Review Date:** It is recommended that this policy is reviewed by May 2015.

#### 1. PURPOSE

Armadale PS uses a collaborative process to place children in the best possible learning environment that allows an engaging program to be delivered in a consistent, equitable and effective manner.

#### 2. OBJECTIVES

- 2.1 To provide each child with the opportunity to be part of a class of children that allows them the best opportunity to learn
- 2.2 To form classes based on a balance of intellectual, social and emotional needs
- 2.3 To ensure a gender balance exists in all classes (where possible)
- 2.4 To form classes using a collaborative process with input from students, present and future teachers, Specialist teachers, the Principal & Assistant Principal and parents (if necessary).

#### 3. IMPLEMENTATION

##### 3.1 The School will

- 3.1.1 Support teachers with appropriate resources and time to effectively allocate students to new classes
- 3.1.2 Ensure that teachers utilise agreed criteria for profiling each student (refer 3.2.1) to assist with the formation of balanced classes
- 3.1.3 Engage its leadership team to allocate classes to staff.

##### 3.2 Staff will

- 3.2.1 Place students into classes, taking into consideration the following in priority order: 1. Achievement levels 2. Learning orientation (behaviour & attitude) 3. Peer preferences 4. Special needs
- 3.2.2 Compile teacher assessment folders for each child during the course of a year. These will be forwarded on to new teachers during the transition process
- 3.2.3 Refer parents to consult with the Principal/Assistant Principal regarding any extenuating circumstances that may impact on a child's grade placement
- 3.2.4 Take into consideration the careful placement of students who have been with the same teacher for two years.

##### 3.3 Students will

- 3.3.1 Select peer preferences from other students who support their learning and connectedness to school

##### 3.4 Parents will

- 3.4.1 Respect the complexities of this process and appreciate the considerable time undertaken to carefully place each child
- 3.4.2 If necessary, contact the principal in writing with any specific considerations regarding their child prior to the commencement of the placement process (which will be advertised in the school newsletter)
- 3.4.3 Recognise that the class placement of each child ultimately rests with the Principal
- 3.4.4 Positively support their child's transition to new classes each year.

#### 4. EVALUATION

The policy will be evaluated by the Curriculum and Policy Sub-Committee and the Principal through observations and feedback regarding the objectives of the policy.