

Bateman Primary School

Class Placement Policy

November 2022

BACKGROUND

All decisions around the placement of students into classes shall be based on the guidelines outlined in this policy. The structure of classes shall be determined by the Principal, in consultation with staff, and should be based around Department of Education regulations, staffing availability and capacity, student needs and school organisational requirements.

THE PLACEMENT OF STUDENTS WILL BE BASED UPON A CONSIDERED DISTRIBUTION OF –

- Academic ability
- Behavioural factors
- Special Needs considerations
- Peer support
- Gender balance

FACTORS WHICH MAY INFLUENCE CLASSROOM PLACEMENT

- Teacher judgements
- Parent requests based on sound educational grounds

It is acknowledged that it may not always be possible or desirable to have all the above factors met in some circumstances.

PROCEDURES

- Parents will be provided with a copy, through the newsletter of the Class Placement Policy in Term 4 of each year.
- Parents may make requests for classroom placement based on student academic grounds in Term 4.
- Staff will use the Class Placement Policy to develop classes for the following year in Term 4.
- The Principal and Deputy Principals will review class lists to ensure that the placement process has been adhered to where practical.
- Students will meet with their new teacher and classmates once, and preferably twice before the end of the school year. Class lists will not be posted for privacy reasons.
- Families who are away during this end of year transition will be informed of the new classroom teacher and room number before the end of the school year.
- Any questions regarding class placements should be directed to the Principal.

APPEALING AGAINST CLASS PLACEMENT

- Parents are asked to wait at least two weeks from the start of the school year before requesting a review of their child's class placement and provide reasons for this request.
- The parent may ask that the decision be reviewed if circumstances change throughout the year and the school may similarly contact the parent if such a move does become possible during the year.
- The school will not move other people's children based on a parent request or review process.