



# CLASS PLACEMENT POLICY

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## PURPOSE

To explain to our school community the process for the formation of classes and the placement of students into classes, including how we manage requests for class placements, for the following school year.

## POLICY

The process that Malvern Valley Primary School works through to plan each student's class placement begins months before the end of the school year. This policy is in place to ensure:

- each student has the greatest possible opportunity to learn
- balanced classes of students that consider their social, emotional, academic and physical requirements.
- that Malvern Valley Primary School staff have input into the class formation process.

We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class and this policy addresses those requests.

The Principal, after considering student numbers, will determine the number of classes at each year level for the following year. The allocation of students to various classes, class structures and class compositions are ultimately responsibilities of the Principal. Preferred class compositions are straight Foundation classes, and composites throughout the rest of the school; however, other configurations will be formed where required.

### Requests for placement with friends

Malvern Valley Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

The Principal will formally inform parents early in fourth term of their ability to make requests for friendships and separations based on extenuating circumstances. Requests for class placements must be made in writing, outlining who you would like your child to be placed with or separated from and why. Requests should be addressed to the Principal. These requests will be considered, not guaranteed.

Students will be given the opportunity to nominate a minimum of four classmates they wish to be in class with the following year. This list will be taken into account when placing students in classes, with at least one student on the list being the placed in the same class.

### Requests for placement with certain teachers or Integration Aides

All teachers and Integration Aides at Malvern Valley Primary School are caring and committed educators and Malvern Valley Primary School strives to ensure that all students are provided with a high quality education. Whilst we appreciate that you may believe that your child would benefit from being placed in a class with a particular teacher or Integration Aide, these requests will not be considered. Our school's leadership team has an in-depth understanding of each teacher's and Integration Aide's strengths and will always endeavour to place our students with teachers and Integration Aides who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

## **Requests for students to repeat a year level**

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Malvern Valley Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

## **Class Formation Process**

Staff members will be required to work collaboratively to create classes of students. Consideration will be given to gender, the previous class, students' abilities, behaviour and friendship groups (as per individual student friendship request lists). Individual needs and a whole school perspective must be balanced.

Information will be collected in relation to such areas as students' behaviour, academic ability and emotional needs, and recorded using an online platform (currently Class Builder on Sentral) highlighting areas for consideration. Class lists will be constructed using Class Builder in Sentral, which records information regarding historical student separations for academic and/or social reasons to ensure those students are not mistakenly placed back together in future. The Principal will make any necessary final amendments on the completed draft lists. Under exceptional circumstances the Principal may reorganise classes throughout the year.

Staff members will not disclose the composition of proposed classes prior to any formal announcements.

Students who enrol at the school during the year will be allocated to classes at the discretion of the Principal, based on class sizes and compositions. This initial placement may be adjusted if it is deemed that another class would better suit the student.

In the final week of Term 4, students will be given a copy of their class list on the day they meet their new teacher. Class details will subsequently be released to parents.

Teachers will be asked for three year levels they would prefer to teach in the coming year. The allocation of teachers to classes is the responsibility of the Principal who will consider many factors, including which class will benefit most from which teacher.

All concerns regarding student placements must be directed to the Principal and all information gathered throughout the process of class formation shall remain confidential.

## **REVIEW CYCLE**

This policy was last updated in 2020 and is scheduled for review in 2023.