



CLASS PLACEMENT/FORMATION



Help for non-English speakers

If you need help to understand the information in this policy please contact Yarram Primary School on 5182 5688.

PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.

To form well-balanced classes of children that consider the social, emotional, academic and physical characteristics of each child.

To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

POLICY

The process that Yarram Primary School works through to plan each student's class placement begins months before the end of the school year.

While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the principal, a collaborative process will be employed.

The process of forming classes will commence in November of the previous year.

The principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.

Expressions of interest will be sought from staff members to teach each class during the Workforce Planning process. Once decided, staff members will be required to work collaboratively to create draft classes of students.

Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups, learning style etc. Individual needs and a whole school perspective must be considered, as well as considering social and emotional development.

Infant classes should be small whenever possible. P—2 will be 21 and under, or attract additional staffing.

Preferred class compositions can be either single year level or dual grade levels.

Parents can discuss concerns. If practicable, the Principal will inform staff of parent input prior to the formation of classes.

Once draft classes are completed, the principal will make any necessary final alterations.

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.

Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.

Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents in the second last week of term four at the latest.

Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the principal.

Information will be included on the school newsletter outlining ideas for parents to use to prepare their children for a new class group and school year.

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 Yarram 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2021
Approved by	School Council
Next scheduled review date	August 2024