

CONCORD SCHOOL POLICY

CLASS PLACEMENT

GENERAL STATEMENT

Every student has the right to an education which will provide the best opportunities for the individual. It is acknowledged that educational opportunities for students with disabilities and impairments must be non-discriminatory and in accordance with the relevant Acts.

PURPOSE

A clearly defined, collaborative process for the placement of students into classes will lead to increased understanding and improved opportunities for learning.

BROAD GUIDELINES

- While the allocation of students, class numbers, structures and compositions are all ultimately the responsibility of the Principal, a collaborative process with the school community will be employed.
- Class groupings of students should be well balanced and take into consideration the social, emotional, physical and academic needs of each student.
- Consideration will be given to staff recommendations and parent/carer requests following consideration of a variety of factors including student age, gender, academic ability, behaviour, previous teachers and friendship groups. Individual needs as well as whole school perspectives will be considered.
- The Principal, in consultation with staff, will determine the number of classes, and their sizes, for the following year.
- Throughout the school year, under exceptional circumstances, the Principal may choose to reorganise classes taking into account the above considerations.

IMPLEMENTATION

- The process of forming classes will commence in October of the previous year.
- Expressions of interest will be sought from staff members to teach in sections and specialist areas.
- Staff members will work collaboratively within their learning area to create draft classes of students. Team Leaders have the overall responsibility for overseeing and implementing this process within their section.
- Students' previous teachers, specialist staff, student wellbeing staff and principal class will provide input to the draft class lists before they are finalised.
- Where possible, there will be a maximum of ten students per class in Lower Primary and twelve students per class in all other sections. Class sizes may increase or decrease due to enrolment movement in the area.
- The Principal will formally seek input from parents/carers regarding their requests for student placement. All parent/carer input must be directed to the Principal in writing. Team Leaders will be informed of parent/carer input and this will be taken into consideration when considering class compositions.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- All current students, as well as those enrolling from other schools, will work in their classroom with their classmates and teacher (where possible) for the following year at an Orientation Day in December.
- Additional orientation opportunities will be organised for students enrolling from other schools to the extent that is necessary.



- The student composition of classes and their teachers will be communicated to parents/carers on the Orientation Day in December.
- All class placement are subject to change at any time.

REFERENCES

- Concord School – Student Age and Year Level Policy
- Racial and Religious Tolerance Act 2001
http://www.austlii.edu.au/au/legis/vic/consol_act/rarta2001265/

REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review in June 2024.