

CONCORD SCHOOL POLICY

CLASS PLACEMENT



Help for non-English speakers

If you need help to understand the information in this policy please contact 9467 3972.

PURPOSE

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

POLICY

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

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.

FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this First Aid Policy:

- Concord School – Student Age and Year Level Policy

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027