



Class Placement Policy

BANYULE PRIMARY SCHOOL



Help for non-English speakers

If you need help to understand the information in this policy please contact the school administration team on 03 9459 0732 or banyule.ps@education.vic.gov.au.

PURPOSE

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

RATIONALE

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

POLICY

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

Aims

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 take into account the social, emotional, academic and physical characteristics of each child.

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

Implementation

1. While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative staff process will be employed.
2. The process of forming classes will commence in October of the previous year.
3. 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.
4. Expressions of interest will be sought from staff members to teach each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.
5. Consideration will be given to student's gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
6. Once draft classes are completed, the Principal will make any necessary final alterations.
7. Under exceptional circumstances the Principal may reorganise classes throughout the year.
8. Staff members will not disclose the composition of proposed classes prior to any formal announcements.
9. Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents/carers in Term Four.

COMMUNICATION

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

- Available publicly on our school's website
- Reminders in our school newsletter
- Discussed at staff briefings/meetings as required

- Included in transition and enrolment packs
- Discussed at parent/carer information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	March 2028 – the recommended review cycle for this policy is 3 to 4 years