



## Class Placement Policy – Guildford Primary School

### Purpose:

Guildford Primary School class placement has as its aim to ensure we best meet the educational needs of the students within our school, in the constraints of the resources provided.

### Rationale:

The school creates class groupings based on the professional judgements of school staff, with the aim of establishing the best possible learning environment for students to meet their educational needs, through consideration of their learning needs and their social and emotional wellbeing.

### Process:

The administration team establishes class groupings for the following year based on anticipated enrolments and estimated resourcing through the Student Centred Funding Model.

Once class structures have been drafted, staff meet and discuss student class list allocation.

Factors that are considered when allocating students to classes include:

- Projected number of students in each year level
- Projected enrolments based on past trends
- Gender ratios
- Consideration of academic performance, social development and classroom behaviour needs
- The best educational needs of each student
- Any School Psychologist recommendations
- Special circumstances such as family dynamics (ie two children of different ages in the same school year)
- Resource or facility constraints

When forming multi-age group (split) classes, we also consider:

- Independent work habits of the students
- Academic performance and support needs
- Social maturity
- Previous class placements

Final class lists are overseen by the Principal

### Parent Requests:

Parents are provided with the opportunity to submit class placement requests to the Principal, based on the education needs of their child/children. Parents will be notified in the school newsletter in Week 10 of Term 3 about the process for submitting requests, and the closing date for request submission.

- Requests are to be emailed to the Principal
- Closing date is GENERALLY Friday of Week 3, Term 4, however this date is to be determined in line with other factors such as school closures etc
- All requests submitted by parents will be considered based on educational merit and in line with the factors listed above
- There is NO GUARANTEE that all requests can be accommodated



- The Principal will NOT consider requests to be placed WITH or NOT WITH individual staff members
- Any late submissions will not be considered

## Class placement publication:

- Class placement information will be provided to parents within TWO working days before the beginning of school for students
- Class lists will be available to view within the school during the FINAL WORKING DAY before children are to attend school. These lists are not for recording and publication, and families will NOT be permitted to take photos or copies of these lists for sharing
- Parents wishing to discuss their child's placement following the publication of class lists may book an individual meeting with the Principal at this time
- For students with Special Education Needs, as managed by the SEN deputy, information regarding class placement will be provided to families before the end of the previous school year, to assist in a managed transition to support the needs of the student