



# RIVERSIDE PRIMARY SCHOOL

## CLASS PLACEMENT POLICY

### Purpose

Classes are to be formed in such a way as to best meet the needs of the students within the **parameters of resources available to the school.**

### Rationale

Individual class placements are based on the school's professional judgements of the child's **educational needs and circumstances.**

### Process

The Administration team establishes class structures for the following year based upon anticipated enrolments and the funding allocation available.

Planning sheets are prepared by teachers to assist with placement decisions and cover academic ability, behaviour, emotional and social needs.

Teachers meet late in Term 4 to establish DRAFT class lists for the following year. DRAFT placements and teacher placements are highly confidential. There is to be no canvassing of parents by teachers to gain student requests or make promises to parents.

Specialist and support teachers provide their input to the class lists.

School Administration makes a final review of the class groupings.

Factors considered when allocating students to class are

- Academic performance
- Special abilities and needs
- Social and physical maturity
- Gender balance
- Friendship groups
- Previous class placements
- School Psychologist recommendations
- Information supplied by parents and or support groups
- Other factors needed to determine class placements

Class lists are displayed on the first day, for children, of the school year.

Changes to class placement will only be considered in exceptional circumstances where staff and/ or parents provide relevant information that was not available prior to the process. Requests for any changes to class placements must be made in writing to the Principal. The ultimate decision for classroom placement of students rests with the Principal.

New enrolments to the school throughout the year will be appropriately placed in areas of the school where there are vacancies and after consultation with the school's administration team and relevant staff.

Parent requests for student placement may be taken into consideration but are not guaranteed.