



## **TOOLERN VALE AND DISTRICT PRIMARY SCHOOL 2018.**

### **POLICY:**

### **CLASS PLACEMENT**

### **POLICY COORDINATOR:**

**Principal**

### **PURPOSE:**

Our school caters for students from Foundation (Prep) to Grade 6. The number of classes we form and the amount of students in each class is determined by Departmental Policy and includes a staffing budgetary formula that determines how many teachers we are able to employ.

We usually have two types of class structures :

- 1) "Straight" classes where all students are at the same year level
- 2) "Composite" classes where students are from two year levels eg Gr 3 /4

Composite classes are traditionally a feature of many Victorian Primary Schools.

They are often formed for strategic educational benefits, but are also done due to operational constraints. There are many social and academic advantages to be gained by students in composite classes.

The development of co-operative behaviour patterns, leadership skills and independent study habits are examples of these benefits.

Educational research indicates general co-operation, self-regulatory behaviour and participation levels tend to improve in students placed in composite classes. If possible the number of students placed in composite classes is kept at a minimum.

No class, composite or straight, should be viewed as better than another. Students are placed into classes after due consideration and review of their development in various curriculum areas with special attention to Language and Mathematics.

It is the policy of the school that current class lists are carefully scrutinised in November/December before drawing up class lists for the following year. New students are placed on lists based on information from their previous school and on class numbers.

The following are the main factors used when working out class placement of students; but particularly if a year level needs to be split :

- 1) The ability to work with certain peer groups
- 2) The ability to work independently
- 3) The special academic, behavioural and social needs of the child
- 4) The need to separate some children
- 5) Class placement in previous years
- 6) The need to have children working at their own ability level (differentiation)
- 7) The seniority level of the teacher allocated to that class

At the start of Term 4 parents are welcome to write to the Principal requesting student placement based on EDUCATIONAL ISSUES; not friendship groups or choice of teacher. Whilst the requests are considered, the final decision is made by the school.

The selection of students for all classes requires background knowledge at the time. Our staff commits to doing the very best they can to work out the best placement for your children. Be assured that we have the best interests of your children at heart and that we will work to ensure that he or she is best placed in a class that will meet their educational needs. Should you require any further information please do not hesitate to contact the Principal who will be happy to elaborate on any points above.

### **RATIONALE :**

Toolern Vale and District Primary School uses a collaborative process to place students in the best possible learning environment that allows a balanced program to be delivered in an equitable and effective manner optimising human resources, resources and facilities.

### **AIMS:**

- To provide each student with the opportunity to be part of a class of children that allows them the best opportunity to learn
- To form classes based on a balance of intellectual, social, emotional and physical needs
- To form classes based on a collaborative process with input from teachers, team leaders, pre-school teachers, parents, the Principal, student services, and support staff.

### **GUIDELINES:**

- Class sizes are restricted by DET guidelines
- ALL requests from Parents will be in writing to the Principal

### **IMPLEMENTATION:**

- Class structures, composition. Teacher allocation and student allocation will be determined in consultation with staff, but are ultimately the responsibility of the Principal
- The process for forming classes will commence in Term 4 to determine the size and structure at each year level
- The process will seek expressions of interest from staff to teach each class
- If a year level is to be split teachers will seek input from the students who can nominate a small number of friends they would like to work with. This will not necessarily be granted.
- The Principal will inform staff of parent requests prior to classes being formed
- Discussion for placement will consider gender, previous classes, each child's own ability level, behaviour, friendships, as well as individual needs and whole school perspectives.
- Under exceptional circumstances the Principal may re-organise classes throughout the year.
- Foundation classes will not be finalised until the end of February, allowing teachers to get to know student needs.
- Staff members will not disclose the composition of classes or teachers prior to formal announcements.
- Students who enrol at the school during the year will be allocated to a class based on information received from the previous school and on class numbers and composition
- Details relating to school organisation, classes of students and the roles of teachers will be released to the community in the final week of school.
- Concerns relating to the placement of specific students, the allocation of particular teachers, or the structure of classes can **only** be discussed with the Principal. Parents are only to represent the needs of their own children.

### **EVALUATION:**

- This policy will be reviewed as part of the school's four-year review cycle.