

KEW EAST PRIMARY SCHOOL

STUDENT CLASS PLACEMENT POLICY

Page 1 of 1

PURPOSE

- The Student Class Placement Policy ensures there is a framework which assists in the determination of student allocation to classes prior to the new school year.

POLICY GUIDELINES

- To provide the best learning opportunities for students through grouping students to allow them to work with and learn with others, build social skills and strengthen resilience.
- Classes at KEPS will operate under a dual structure, usually consisting of straight classes from Foundation to Year 2 and multi-age classes for Year 3/4 and Year 5/6.

POLICY IMPLEMENTATION

- The allocation of students to classes is the responsibility of the Principal in consultation with staff.
- The Principal will notify parents through the school newsletter of when the class placement process will begin and the process that will take place.
- The Principal will accept requests from parents (in writing only) which outline specific learning needs which need to be taken into consideration when placing their child.
- Requests will not be taken for children to be placed together based on friendships or requests for certain teachers.
- All requests that meet the criteria will be taken into account but there is no guarantee these will be met.
- Kindergarten children commencing as Foundation students have the opportunity to attend 3 orientation sessions and, commencing in 2017, the final 'Step Up' session where they will meet their teacher for the following year.
- Kindergarten children who are commencing as Foundation students will be placed with some known children from their previous setting in the new school year, where possible.
- Foundation classes will be created to reflect shared kindergarten groupings, gender balance, age balance and will take into consideration the social and learning needs of the students.
- Classroom teachers will work collaboratively to create proposed classes for the following year. Student placement will reflect gender and academic balance and will take into account the social and learning needs of students.
- The proposed classes created will then be presented to the Principal and Assistant Principal and will outline the needs of students as mentioned above and without teacher names assigned to classes. Special consideration will be given to the placement of Program for Students with Disabilities (PSD) and the Assistant Principal will provide advice to the Principal regarding these students.
- The Principal will assign teachers to classes after student placements have been completed and will then notify class teachers.
- Students and parents will be informed of student placement for the following year during the last week of the school year via a reflection sheet that students will complete during the 'Meet The Teacher' session during the final week of the year.
- An Internal Transition Program, 'Step Up', for Foundation to Year 5 students accompanies the class placement process to assist in the smooth transition for students. The program consists of 2 x sessions, where students will have the opportunity to work with and meet teachers in the year level above, and 1 x session where students will meet their class and teacher for the following year. The aims of this program are:
 - To familiarise students with the next year level (routines, location, camp, homework, expectations, special events, classwork, etc.)
 - To meet and interact with students from other classes to broaden friendships for the following year
 - To feel at ease about returning to school the following year.

EVALUATION

The student class placement policy will be reviewed by the Leadership Team on a cyclical basis in accordance with the policy review schedule, or as required.

Policy Area
Management

Ratified School Council:
November 2016

Next Review:
2020