
THE PATCH PRIMARY SCHOOL

STUDENT ALLOCATION TO CLASSES

Rationale:

The allocation of students to classes should be based on procedures which provide for the best possible outcome for all students.

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 and others have of each child prior to class placement.

Implementation:

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with the school community will be employed.
- The process will be 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.
- The Principal, in consultation with Leadership Team, is to decide the most suitable school organisation for the following year after the process of consultation has occurred
- Expressions of interest will be sought from staff members to teach each class. Classroom teachers to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Preferred class compositions are a single grade level or a dual year level where numbers dictate.
- The principal will formally seek input from parents via the newsletter. All parent input must be directed to the Principal and placed in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed, the principal will make any necessary final alterations.
- Under exceptional circumstances the Principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents on receipt of the end of year report given on Step Up Day in December.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.


Evaluation:

- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

Principal

Handwritten signature in blue ink, appearing to read "Abra N. Henneman".

School Council President

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