

## CLASS PLACEMENT POLICY

### PURPOSE

Individual student class placements at West Leeming Primary School are based on the professional judgements of staff with the aim of providing the best learning environment for each student.

### PROCESS

The Administration team establishes class structure options for the following year based upon anticipated enrolments, in accordance with the Schools Education Act Employees' General Agreement 2019.

West Leeming Primary School implements the following three-stage process when placing students into classes for the following school year. During this process, the academic, health, social and emotional needs of every student are considered.

1. Class teachers, specialist teachers, education assistants and office staff work collaboratively to place all students into proposed class structures. Teachers may not be assigned to all individual classes at this stage.
2. Amendments to initial class placements occur based on the needs of students at educational risk. This could include consideration of health, social, emotional and academic requirements. These amendments occur at an administration level.
3. Parent requests are considered.

### FACTORS TAKEN INTO CONSIDERATION WHEN ALLOCATING STUDENTS TO CLASSES

- The educational and emotional needs of each student
- Classes that are balanced with respect to academic performance and social development
- Special circumstances such as siblings or individual family matters
- Social network
- Work habits (e.g. ability to complete learning activities independently)
- Gender distribution
- Projected number of students in each year level
- Resources and facilities

Parents wishing to advise the school of personal information or educational reasons that may influence where their child is placed in the following year, are able to do so in writing. This information is included in the school newsletter in early term 4, with the closing date occurring prior to the class placement process commencing in mid to late term 4.

All parent requests are considered, however it may not always be possible to fulfil these. The school considers the placement of each student based upon the range of factors outlined above before determining whether individual student requests from parents can be met.

Parents should be aware that requests relating to a child's friendship groups may be difficult to accommodate, however, our staff consider social networks at school when deciding on where each student will be placed. Parents should note that staff member preferences will not be considered.

### TRANSITION

At West Leeming Primary School we support students to transition to their new year level in term 4 each year. One morning or afternoon is dedicated to students from Kindergarten to Year 5 visiting the current next year's classrooms and teachers. Year 6 students visit the local high school on this day. During this time we ensure children are mixed across all classes from that year group to encourage further socialisation.

West Leeming, where possible, releases probable class structures and student placement lists before the end of term 4. This allows students to establish connections with other students who will be in their class the following year and for parents to arrange catch-ups over the December holidays.

**Review Date: Semester 2, 2025**

## CLASS PLACEMENT FAQs

### **Why do we ask parents to leave class placement in the hands of the teaching staff?**

As professional educators we strive to place your child based on the information that the teachers have been gathering on a daily basis such as learning styles, interests, social groups, emotional needs as well as their academic ability. Previous teachers and specialist teachers are also consulted when placing students.

### **When will I know my child's placement?**

Where possible, we aim to advise families of classroom placements for the following year prior to the school holiday break. In situations where student enrolments significantly increase or decrease from the planned class structure, a reallocation of some students to revised classes may occur at the start of the new school year.

### **Can I request a particular teacher for my child?**

No, requests for specific teachers are not considered as part of our placement procedures, however as professional educators, our teachers take into account the individual needs of all students in their class.

### **What are examples of 'educational reasons' that I can include in my request?**

The type of reasons that would be considered are:

- Special needs such as twins and siblings
- Family situations that the school may not be aware of
- Co-dependency between children, wanting your child to be separated from another child to foster new friendships
- Previous class placements

### **Can I request my child's placement with another child's in the classroom?**

While parents may make a request for particular students to stay together, the decision is complex. A number of times we have received a request from one family to place particular children together, while the second family requests that same children be placed in separate classes. Often children placed with a best friend will work and play exclusively with each other and this does not promote the social interaction we try to foster. We also find friendship groups change throughout the year.

### **Can I request my child not be placed with another child?**

If your child is experiencing difficulty with a student/s in their class, please inform the class teacher or one of the Deputy Principals so that support and strategies can be implemented to assist your child navigate the situation. Primary school provides an opportunity for students to learn a range of skills and strategies that will assist them to function socially with all kinds of people. In collaboration with parents, we will do all we can to assist your child in navigating this aspect of school which reflects 'real life' social and work situations.

### **What if my child doesn't have any friends in their class?**

Teachers carefully select children so that all children have friends in their class. These may not be the friends that they play with on the weekend, however they are peers who they work well with in class and/or often play with during break times.

### **When I get my child's placement, can I request that it be changed?**

The class placements are considered final. Changes to placements are rare due to the fact they set a precedence and can impact on the class balance. This may be unfair to other students in the group. You may talk to one of the Deputy Principals or Principal about your concerns and be assured that where pertinent, this information will be shared with the teacher so that your child's anxieties will be addressed.

### **What if my child is having difficulties in his/her class placement after school has started? Can we request a change then?**

We will do everything we can to support your child. Parents need to firstly talk to the class teacher. If the matter needs to be referred on, the class teacher can request additional support from the Student Services team, Deputy Principal or Principal. Only under exceptional circumstances will the consideration of class movement be undertaken.