



CLASS PLACEMENT POLICY & PROCEDURE

St Matthew's Primary School has a procedure in place for allocating students into classes each year. The procedure ensures that the professional judgement of the School Leadership Team and Teaching Staff is informed by input from parents and carers and that all available information is applied to the placement process. Although class placements can be a sensitive issue, the interests of all children are paramount to the decisions taken by the school.

AIMS

This procedure aims to:

- Ensure an equitable outcome for all students;
- Provide a clear framework to be applied by the School Leadership Team and Teaching Staff when determining class placements for students; and
- Provide parents and carers with information on the procedure and opportunities for their input to the process.

PROCEDURE

The following procedures apply when allocating students to class groups for the following year:

1. Individual class placements will be decided by the School Leadership Team in conjunction with Class Teachers, based on their professional judgement and with consideration of the following factors:
 - Professional judgement will be informed, in part, by information provided by parents and carers (*See 3 below*);
 - Special educational needs of the child;
 - Overall academic abilities in the class;
 - Overall social and emotional needs and abilities in the class;
 - Gender balance;
 - Class placements in previous years; and
 - Classroom observations.
2. Parents and carers may provide the School Leadership Team with specific information about their child's learning or social needs that they believe the school may not be aware of. Such information would not include a request for a particular teacher. The information should be provided in writing (letter or email) to the Assistant Principal by November 1st. This information will be referenced, along with other available information, during the class placement process. The Leadership Team will manage this process in consultation with parents.
3. Class placements for the year ahead will be communicated to the students in the last week of the current school year. This practice means that:
 - Students will know the name of their for their teacher for following year;
 - Students will know which other students will be in their class; and
 - Parents and carers will have time to talk positively to their children about the class experiences they may have the following year.
4. Any appeal against the placement of a child in a particular class must be made in writing (letter or email) and should include the information that the parent or carer believes may not have been taken into account during the placement process.

PARENT AND CARER COMMITMENT

Parents and carers commit to supporting the school's Class Placement Policy & Procedure by:

- Supporting and accepting decisions made by the School; and
- Being positive with their child about the class placement decision that has been made.

SCHOOL COMMITMENT

The School commits to supporting the Class Placement Policy by:

- Using informed professional judgement when deciding class placements; and
- Considering all available information, including that received from parents and carers, to assist the process.