

ANNE HAMERSLEY PRIMARY SCHOOL

Class Placement policy

Every Child Matters, and Can Learn, Everyday!



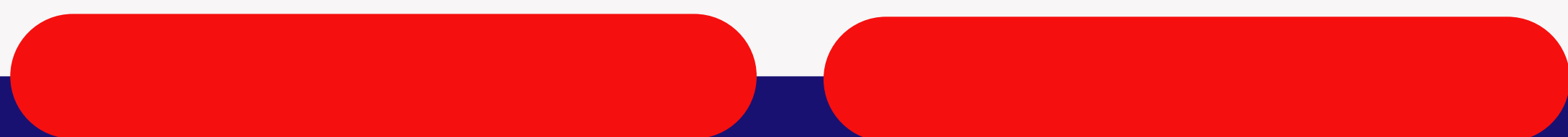
ANNE HAMERSLEY
Primary School





Rationale

At Anne Hamersley Primary School every child can learn, every day. We aim to create positive conditions for learning, providing students with optimal learning opportunities. One of the conditions for learning is creating positive classroom learning environments. The Class Placement Policy aims to provide clear guidelines for creating balanced and effective learning environments which support each individual child's academic, social, and emotional development. This policy ensures a transparent, consistent, and fair process for placing students in classes to maximise learning.





Outcomes

The Class Placement Policy aims to achieve the following five outcomes:

A Balanced Classroom

Ensuring a diverse mix of abilities, personalities, and cultural backgrounds to encourage inclusivity and collaborative learning.

Individual Student Needs

Considering academic, behavioural, and social needs of each individual students to ensure they can succeed.

Social and Emotional Wellbeing

Placing students in classes where they can build positive relationships and social skills

Effective Teaching

Creating manageable and balanced class sizes so teachers can effectively address each student's needs.

Minimising Disruptions

Considering social dynamics to prevent conflicts and distractions, helping maintain a focused learning environment.



Classroom Dynamics

When structuring classes, staff will carefully consider several dynamics to ensure a harmonious and effective learning environment.

These dynamics are as follows:

- Social Dynamics
- Learning Styles
- Friendship Groups
- Gender Balance
- Academic Needs
- Diversity and Inclusion
- Teacher Expertise
- Student and Staff Personalities
- Special Needs
- Behavioural Considerations:
- Parental Requests



The Structuring Process

1. Placement Requests

- At the beginning to Term 4, the principal will advertise to parents that they are able to submit a Class Placement Request for their child, for the following year.
- This will be communicated through the Landing Post and Connect.
- Reminders will be sent up to the closing date.
- Requests will only be considered if they have an educational basis.
- All requests are considered however requests cannot be guaranteed, as they are only one of the determining dynamics in class placement process.
-

2. Receipt of Class Placement Requests

- On receipt of a parents Class Placement Request the request will be recorded on a yearly spreadsheet and added to activities into integris.
- The year spreadsheet allow staff to review requests made from the previous year.
- Sensitive class requests will be kept by the principal.





3. Collection of Data

- Teachers will complete classroom SAER Profiles and student loading data from their current class prior to Week 4, Term 4. These are to be completed with the teacher's line manager.

4. Preparation

- Admin will place students with specific needs or confidential reasons, prior to the drafting stage.
- Admin will add all requests to the bottom of each year level planning sheet to guide teachers and admin when placing students.

5. Draft Structure

- During the staff meeting in Week 8, Term 4, admin and teachers work together to draft initial placements based on all of the dynamics.
- Teachers will address any conflicts or adjustments in class composition at this stage to ensure balanced and effective groupings.
- Thorough discussions are had to carefully place each individual student to ensure their learning needs are met.

6. Review

- Admin will then review the draft structure.
- Students are placed into the following year class SAER profile, to give a total class loading.
- Admin will adjust where necessary to ensure classes are equalled loaded.
- Adjustments are discussed with the student's current year level teacher.
- Admin will then finalise placements and class lists.





Kindy Placements

During weekly orientation sessions in Term 4, the ECE Deputy Principal and ECE Leader will interview the parents of the kind students to discuss their child's strengths, weaknesses, and any areas of concerns. This information is used to assist the placement of Kindy students for the following year.





Notification of Classes

As a school we understand that some students worry and become anxious over the school holidays wondering who their class teacher will be and which students will be in their class for the following school year.

To assist students preparing for the new year, students will be informed who their proposed class teacher and classroom will be for the following year, on the Wednesday of Week 10, Term 4.

Students will receive a letter to take home with these details.

It is important to note that these details are subject to change and may be amended over the holidays, due to changing circumstances.





Appeals

Parents or guardians may appeal a placement decision by submitting a written request outlining specific concerns to the principal.

Appeals will be reviewed by the principal, who will make the final decision based on the child's best interest and the overall balance of the classes.





Review

This policy will be reviewed annually to ensure it meets the evolving needs of students and staff.

