No. 4922

KARINGAL PRIMARY SCHOOL

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CLASS PLACEMENT POLICY

Rationale:
A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

Aims:
- To explain to our school community how we manage requests for class placements, for the following school year.
- 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.

The process that Karingal Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Implementation:

Grade Structure
- The Principal, following discussion with the teaching staff, will make the final decision regarding the structure of grades. These may change each year depending on the number of children at different grade levels.
- Teachers will be asked to list their preferences for teaching specific grades and specialist areas. The Principal will make the final decision regarding teacher placements.

Student Placement
- Teachers will split their current grades into the appropriate number of groups.
- They will take into consideration; friendship groups, gender, a range of academic abilities and specific talents or skills, students with specific needs, integration students and behavioural issues.
- The Principal, in consultation with the Assistant Principal and Leadership Team, will make the final decisions regarding the composition of the grades and which teachers will teach them.
- Reasonable parent requests may be considered if written and discussed with the principal.
- Students will visit their new grade for the following year in the last week of Term 4.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Class teachers, Specialist teachers and Leadership will monitor individual students in classes who may have encountered social, emotional or academic difficulties.
- The leadership team and staff will discuss the strengths and weaknesses of various arrangements before the structure for the following year is decided upon.

Parent Requests

Requests for placement with friends

Karingal Primary School recognizes the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests. If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by November of the year prior so that we can consider your request in organizing our classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to Karen Luff [Principal]. We will not always be able to accommodate class placement requests, but will endeavor to take your wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Karingal Primary School are caring and committed educators and Karingal Primary School strives to ensure that all students are provided with a high quality education.

Our school's [leadership team] has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs.

We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at staff briefings/meetings
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.
This policy was last ratified by School Council in October 2029.

Policy last reviewed	October 2026
Approved by	Principal: Samantha Cooke
Next scheduled review date	October 2029