



CLASS PLACEMENT POLICY

PURPOSE:

To create classes that best meet the needs of the students within the constraints of the resources provided.

RATIONALE:

Dalkeith Primary School teachers are in the best position to place students into classes. They have a deep and professional knowledge about student needs and are able to synthesize a range of factors and information to place a student in a class. Individual class placements are based on professional judgements and are cognisant of meeting student's academic needs, social and/or medical circumstances.

PROCESS:

Each year in term 4, the students complete two sociograms – one based on friendship preferences and the other based on preferred work partners. The results from the sociograms are used by the teachers alongside academic, social-emotional and any psychological information, to place students in classes.

Parents will be invited to inform the school of any other information about their child that they feel is vital to consider when placing their child. 'Parent provided' information is any information that is additional to what the school may already know about their child – for example: social/emotional issues, a medical diagnosis, the need to separate siblings/family members, family circumstances etc. Additional information provided by parents will be considered along with school based information when placing students into classes. Teacher preference requests will not be considered.

The step by step process is as follows:

- The Administration team establishes class structure options for the following year based on anticipated enrolments.
- Parents are invited to submit to the principal, via email, any additional information that they would like considered when placing their child. All written 'parent provided' information that arrives by the due date will be considered by the Administration team on a case by case basis.
- Teachers who are currently teaching particular cohorts, confer regarding placements for the following year taking into consideration the criteria listed below:
 - Classes are to be balanced with respect to academic performance, social development, behaviour and gender
 - Social network (results from sociograms)
 - Special needs such as twins and family situations
 - School Psychologist recommendations
 - Parent provided information

Forming Split Classes – the following criteria need to be considered:

- Independent students
 - Student maturity and behaviour
 - Social development
 - Social network (socio-grams)
 - Previous class placements
 - Special needs such as twins and family situations
 - School Psychologist recommendations
 - Parent provided information
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- Lists will be submitted to the Administration team for final ratification.
 - Lists will be published on the website during the final week of Term 4.