



Classroom Placement Policy

Policy Statement:

Classes are formed to provide the best possible learning environment for students within budgetary constraints and Department of Education guidelines. Individual class placements are based on teacher professional judgements about students' educational needs.

Rationale:

To provide clarity to the Coolbinia Independent Public School community regarding the process for class placement of students.

Process:

-Principal presents the staff with the anticipated year numbers for the following year and possible class groupings (i.e. number of year level classes, split classes).

-Staff agree on the best possible groupings based on budgetary, educational guidelines and student factors.

-Principal advises parents the most likely school structure for the following year. For example, whether there will be multiple classes of the same year level and/or composite classes.

-Parents are invited to submit written requests with respect to their child's class placement by a specified date. **Requests can only be made for educational reasons. Requests for specific teachers will not be considered.**

-The submissions must be in a hard copy form addressed for the attention of the Principal and provided to front office staff who will date stamp and receipt the letter.

-All written parent requests submitted by the advertised date will be given consideration but will not automatically be accommodated. Late written requests will not be accepted.

Teachers and administration meet to determine the placements of their current students for the following year taking into consideration the criteria listed below:

- Balance of academic performance
- Gender
- Behaviour and social development
- Students with special needs and students at educational risk
- School Psychologist recommendations
- Previous class placements
- Written parent submissions regarding a student's educational needs

Class lists are submitted by teachers to the Principal for final ratification.

Once class lists are published, given the rigorous nature of the placement process requested changes will not be made. Students will commence the year in the assigned class.

Parents are encouraged to contact the Principal at any time, if there are concerns with the educational, emotional and/or social progress of their child.