

CASTLEMAINE NORTH PRIMARY SCHOOL
CLASS FORMATION and STUDENT PLACEMENT POLICY 2019-2022

AIMS

1. To provide each student with the opportunity to be part of a class that will allow them the best opportunity to learn.
 2. To form well-balanced classes of students that take into account the social, emotional and academic characteristics of each student.
 3. To ensure that optimum use is made of the prior knowledge that teachers and other educational professionals have of each child prior to class placement.
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IMPLEMENTATION

1. Class structures, class compositions and the allocation of children to various classes, are all ultimately responsibilities of the Principal.
2. The process of forming classes will commence in Term 4 of the previous year.
3. The School Leadership Team will prepare a draft for the following year outlining the number of classes, class sizes and the year levels in each class.
4. Staff members will be asked for expressions of interest to teach each class and the leadership team, in consultation with the classroom teachers, will allocate grades to teachers.
5. Staff members will work collaboratively to create draft classes of students. Within this process consideration will be given to:
 - a) Gender
 - b) Previous class
 - c) Academic progress
 - d) Behaviour
 - e) Friendship groups
 - f) Social and emotional progress
 - g) Siblings (e.g. twins, children close in age)
 - h) Students with additional needs
6. At CNPS, we aim to keep Prep/1 classes to around 21 students, and Grades 3-6 classes at around 24 students. Parents are not able to select their child's class teacher or their classmates. If parents have concerns about their child being placed with certain students they may raise this with the Principal. Parents are asked to submit these requests by the end of October.
7. Once the class structures are decided, students are asked to write the names of 4 peers that they think they would work well with (not necessarily their best friends). The school promises that students will be placed with at least one of these nominees.
8. Under certain circumstances and in consultation with teachers and the family involved, the Principal may restructure classes throughout the year. In the event of a family requesting their child is moved to another class list (before the school year commences), the school has a two week transition period, where the student is asked to work in their designated classroom for at least the first 2 weeks of the year before other options are considered.

9. During the course of the year families seeking enrolment will be required to undertake an enrolment process including a meeting with the Principal.
10. Staff members will not disclose the composition of proposed classes prior to any formal announcements.
11. Class lists for the following year are usually announced to align with the state-wide Transition Day in early December. Students will have a transition session in their new classroom and take home a class list that evening.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was reviewed and ratified by School Council 2019

(Principal)

(President of School Council)

Review Cycle Date: 2022