



Mernda Primary School 0488

CLASS PLACEMENT GUIDELINES

RATIONALE

Mernda Primary School creates its class structure based on the professional judgement of staff taking into account the students' academic, social and emotional needs, and resources provided.

PROCESS

The administration team and teaching staff establish class structures for the following year based upon anticipated enrolments and estimated funds indicated by the student centred funding model to employ teaching staff.

Factors staff take into consideration when allocating students to classes:

- projected number of students in each year level and past trends
- ratio of boys to girls
- spread of students with respect to academic performance, social development and classroom behaviour
- particular educational needs of the student
- school psychologist recommendations
- special circumstances such as twins or individual family members, and
- constraints of resources or facilities.

Parent requests:

- parents are able to make a class placement request
- requests need to be made each year, as previous requests are not archived
- parents are not able to make teacher requests
- parents will be notified in the school newsletter to send a written submission with their reasons, addressed to "The Principal" and marked "Confidential" by a set date
- all written parent requests that arrive by the due date will be considered based on merits and in relation to the class structure process outlined above
- any late submissions will not be considered, and
- the school cannot guarantee that parent requests will be met.

Advertisement of class lists:

- notification of your child's teacher (for the following year) will be distributed at the end of 'Meet the Teacher' Day.

Should there be more than one class in a particular year level, or the need to form a composite class, the professional judgement of the Principal, leadership team and relevant teaching staff will decide the placement of individual students.

Parent input regarding their child's needs will be considered. Requests in relation to choice of teacher will not be considered as a placement factor.

What is the process for placing students into classes?

Based on the criteria listed above, teaching staff and administration meet to establish classes for the following school year. Teachers of the current year level meet with the other year level colleagues to create the class lists (i.e. Year 2 teachers decide Year 3 placements etc.).

It is acknowledged by all, that friendships are important. However to ensure balanced classes as outlined above, friendship groups are not a primary determining factor in class placement and this is not part of our Class Placement Policy.

Proposed class lists are submitted to the Principal and administration team for final ratification.

Why do we ask parents to leave class placement in the hands of the teaching staff?

As professional educators we strive to make the right choices taking into account all the information we have to hand. While it is certainly true parents know their children, when a parent requests a specific placement for their child, they do not have all the relevant information. Teachers, on the other hand, have the academic and social information about all children in a particular year level. We aim to create an optimal learning environment for all students within our school

Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?

No, this is not part of the Class Placement Policy.

Can I request my child's placement with another child's in the classroom? Or, can I request my child not be placed with another particular child?

Occasionally, we receive a request from one family to place particular children together, while the second family requests the same children be placed in separate classes. The final decision on placement rests with the Principal. Often children placed with best friends will work and play exclusively with each other, and this does not promote the social interaction we try to foster. We also find young children change best friends. When allocating children to classes, we endeavour to foster positive social interaction across a year group, by making socially balanced classes and to help prevent non-constructive relationships. If your child is having difficulty with a student in his/ her class, please inform a member of the Leadership team, so problem solving can take place. This provides experience where students learn to function socially with all kinds of people.

Do teachers request certain student placements into their classes?

No, as teachers are not assigned to a class until after the class placement process. Teachers focus on class balance to ensure a successful year for all.

When I get my child's class placement, can I request that it be changed?

Generally speaking the class placements are considered final. Changes to placements are rare due to the fact they often cause a chain reaction and impact on the class balance. While we feel we consider the individual child during the placement process, parents must realise their child is part of a complex equation. You may talk with a member of the Leadership team about your concerns and be assured that those concerns will be shared with the teacher as they are expected to have the skills to help children adjust.

What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?

Parents need to talk to the teacher, or a member of the Leadership team, so the child's needs can be addressed and the issue resolved. Parents play a significant role by being a positive influence. Encourage your child to be resilient and assist them through this process. This is part of every student's growth and personal development which is outlined in the Victorian Curriculum standards.