



# *Class Allocation Policy*

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## **Rationale**

The construction of class groupings is a collaborative process which may involve students, parents, class teachers, specialist staff and the St Michael's School Leadership Team.

## **Aim**

The Class Allocation Policy aims to ensure there is a fair and just process in allocating students to classes for the upcoming school year.

## **Implementation and Procedures**

During the fourth term, staffing arrangements for the following year are published in the newsletter. Many factors are considered when forming class lists. The following are some of the main factors which are taken into consideration:

- friendships;
- gender;
- special needs;
- work habits;
- cognitive ability;
- behaviour; and
- common names.

Ideally we aim for an equal spread of both positive and challenging characteristics. Where practical, parental requests based on educational concerns, will be considered. Taking into account all of the above factors the current class teachers compile class lists during the first week of December. These are then handed to the Principal to discuss, make amendments and confirm where appropriate. On confirmation, the lists are then typed onto the central file by the office manager. Final drafts are checked by the teachers. In the last week of school, students are informed of their class for the following year.

At St Michael's, the staff will follow these principles when allocating students to classes for the following year:

- Every care will be taken to ensure that each child is placed in the best situation to enhance learning, social and emotional development;
- Each child will nominate five (5) friends and will be assured that they will be with at least one of them, maybe more;
- Parents who wish to discuss particular educational concerns regarding the placement of their children in particular classes should put the concern in writing, explaining their reasoning, and address it to the Principal by a designated Friday early in Term 4. This date will be published in the newsletter;

- Parent concerns will be seriously considered during the process. It must be clearly understood, however, that no definite guarantees can be given regarding parent's requests;
- Where appropriate, advice will be sought from the Learning Support Teacher, School Counsellor, etc during this process;
- Children will be informed of their class placement for the following school year in the last week of school and the opportunity will be provided where possible for them to spend some time with their new class teacher and class grouping; and
- Throughout this process the Principal, after appropriate consultation, reserves the right to make final professional decisions regarding the placement of children.

**Approved by:** St Michael's School Community Council

**Date:** 2013

**Revision Date:** 2017