



INDIVIDUAL CLASS PLACEMENT PROCEDURES

1 PRINCIPLES

- 1.1 The Principal is responsible for managing the enrolment and class placement of all students in the school. Any review of placements is the responsibility of the administration.
- 1.2 Individual class placements will be decided in consultation with the staff of Edgewater Primary School based on the child's best educational interests.

2 BACKGROUND

The total enrolment of the school determines the Department of Education's allocation of teachers to Edgewater Primary School.

At times it is necessary to compile a number of composite classes (e.g. Year 5/6). This should not cause a concern to parents as even in straight grades, all teachers form groups within the class according to needs.

3 PROCESSES FOR CLASSROOM PLACEMENT

- 3.1 The school administration establishes the anticipated enrolment figures for all year levels.
- 3.2 Based on the total predicted enrolment figures and staffing allocations, school administration and staff establish the number of classes and class composition.
- 3.3 Students are placed into classes after due consideration and review for their development in the eight learning areas articulated in the Curriculum Framework.
- 3.4 Teachers consider all students in their classroom based on the following criteria. All Lists will be stored centrally for reference in the coming year.
 - Academic achievements
 - Behaviour
 - Ability to work independently
 - Children with special needs (e.g. deafness, autism, physical disability, at-risk students, talented and gifted)
 - Students who need to be separated
 - Ability to work with certain peer groups
 - Siblings considered on an individual basis
 - Similar numbers in each year level where possible

- 3.5 Teachers of like year levels meet and construct classes for the following year (e.g. Year 2 teachers create the Year 3 classes for the following year).
- 3.6 Students generally will not be placed in a composite class in consecutive years but this cannot always be guaranteed.
- 3.7 All class compositions are perused thoroughly by administration. Concerns or proposed changes are discussed between the teachers and the administration before final drafts are completed.
- 3.8 All classes are only in draft form, as changes in enrolments may impact on class composition. Ongoing consultation between teachers and administration will take place to ensure all placements are made.