

ST CLARE OF ASSISI PRIMARY SCHOOL



CLASS ALLOCATION POLICY

CLASSROOM ALLOCATION POLICY

Purpose

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

Policy Principles

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

As there are usually 3 or 4 streams of classes each year at St Clare of Assisi Primary School, there are different combinations of students in classes. When forming the class lists the following factors are taken into consideration:

- gender balance;
- learning styles;
- learning difficulties;
- enrichment needs;
- work habits;
- social needs;
- health considerations;
- emotional needs;
- religion (to assist in achieving balance between classes, especially in Sacramental years)
- behaviour considerations
- common names and
- other relevant issues.

St Clare of Assisi Primary School does not seek parent assistance or accepting any form of request for this process.

Considerations

- The school aims for an equal spread of both positive and challenging characteristics;
- Every care will be taken to ensure that students are placed in the best situation to enhance learning and social development;
- Part of life is having to deal with people and situations we may not like. As a community there is a need to build resilience in children, so they can face the reality of life;
- Where appropriate, advice will be sought from the Learning Support Teacher, School Counsellor, etc during this process; parents you have;
- Teachers have the main responsibility for placing their current students in the most appropriate class for next year;
- All staff will examine the draft lists to highlight any concerns; and
- The Principal will make the final decision on all class placements.

Students will be informed of their class placement for the following year at the 'Meet the Teacher' afternoon in Week 10 of every year, where opportunity is provided for them to spend some time with their new class teacher. Class lists will not be sent home or displayed.

POLICY DATES			
Formulated	2014	Implemented	2016
Reviewed	2016	Next Review Date	2021