

Class Allocation Policy



*Good Shepherd
Primary School*

Class Allocation

Rationale

The construction of class groupings is a collaborative process which may involve students, parents, class teachers, specialist staff and the Good Shepherd 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

As there are usually four streams of classes each year at Good Shepherd Primary School, Amaroo, there are different combinations of children in classes. When forming the class lists the following factors are taken into consideration:

- Gender;
- Diverse Learners;
- Work habits;
- Cognitive ability;
- Friendships;
- Behaviour;
- Health considerations;
- Religion (to assist in achieving balance between classes, especially in Sacramental years) and
- Common names.

Ideally we aim for an equal spread of both positive and challenging characteristics. Where practical, parental requests based on educational concerns may be considered. At Good Shepherd, the staff and parents will follow these principles and guidelines when considering placement of students each year:

Class Allocation

- Every care will be taken to ensure that each child is placed in the best situation to enhance learning and social development;
- Parents who wish to raise particular concerns regarding the placement of their children in particular classes should put the concern in writing and address it to the Principal by Friday of Week 4 (Term 4);
- Parent concerns will be considered during the process. It must be clearly understood, however, that no definite guarantees can be given regarding parental concerns;
- Where appropriate, advice will be sought from the Classroom Support Teacher, School Counsellor, Chaplain and current class teacher during this process;
- There will be an opportunity for students to select a 'friendship five' and this list will be taken into consideration;
- Taking into account all of the factors listed on Page 1, the current class teachers compile class lists from mid-term, Term 4. These are then handed to the Principal to confirm;
- Children will be informed of their class placement for the following school year in December (usually the last week of school) and the opportunity will be provided where possible for them to spend some time with their new class teacher. New students to the school for the following year are invited to attend; and
- A class list will be distributed to the child at this time; and
- Throughout this process the Principal, after appropriate consultation, reserves the right to make final professional decisions regarding the placement of children.

Class Allocation

Related Policies

Accelerated Progression of Students (CE)

Retention of Students Year/Grade Level (CE)

Approved by: Good Shepherd Primary School Community Council

Date: August, 2017

Revision Date: 2019