



Class Placement and Repeating

Protocol

Protocol review team members: Bev Harvey, Kim Wheeler

This protocol was last reviewed on 15/10/20

Rationale:

The process that Mt Eliza Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Aims:

To ensure that the needs of the student are central to our decision making process when placing a child in their class for the following school year.

To consider the perspectives of the student, teachers and parents when making the decisions regarding class placement in a consistent and fair manner.

Implementation:

Requests for placement based on educational and social factors.

Mt Eliza Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests. There are multiple factors that are taken into consideration when placing students in their class for the following year. These include the teacher knowledge of the individual student needs, student friendship requests and background information from the parents.

In Week 4 of Term 4 the students will be asked to nominate five friends that they would like to be with in the following year. The teachers will endeavour to place the student with at least one of these friends.

If a parent/carer would like to request that their child be placed in a class with a particular friend or friends, the request must be made by Week 4 of Term 4 of the year prior so that the teachers can consider their request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining the educational and social factors to be taken into consideration. Requests should be addressed to the Assistant Principal. The teachers will not always be able to accommodate class placement requests, but will endeavour to take the parent/carer wishes into consideration where possible. An invitation for such requests will be placed in the Newsletter early in Term 4.

Requests for placement with certain teachers

All teachers at Mt Eliza Primary School are caring and committed educators and Mt Eliza Primary School strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that parents/carers may wish to express that their child would benefit from being placed in a class with a particular teacher, we are unable to accommodate or consider these requests. Our Grade Level Coordinators have an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best suited to their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises. This process is outlined in the 'Changing Class Policy'.

Requests for students to repeat a year level



Our school will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement

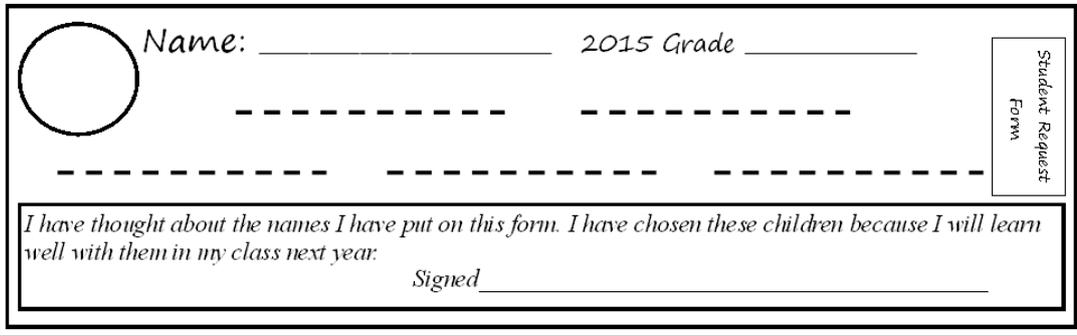
<https://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Mt Eliza Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

Timeline

Below is a timeline that will be followed in Term 4 for the process of placing students in classes for the following year.

Week 1	Newsletter item requesting information regarding students who are transferring in/out of the school
Week 2	<p>Admin to provide Principal with up to date expected student numbers for the following year Consultative meeting: Principal presents next year’s student numbers and workforce proposal Newsletter: Notice inviting input from parents regarding class placements for the following year. Letters due Week 4.</p>
<div style="border: 1px solid black; padding: 10px;"> <p>20__ Student Placement Request</p> <p>Mt Eliza Primary School recognises the importance of fostering and maintaining high quality peer relationships and connections. We also understand that it is equally important for students to mix and learn with peers who have both similar and different interests. The process of allocating children to grades is very complex, with teachers and coordinators spending considerable time developing class groups based on sound educational factors, including teacher knowledge of individual student needs, student learning peer requests and relevant background information from parents.</p> <p>We endeavour to place children with at least one (1) child from their learning peer group. This process supports student agency as well as ensuring that class groups are well balanced academically, and socially and emotionally.</p> <p>Parents may provide a written placement request based on educational and social factors only. We are yet to finalise our staffing profile for ____ and, whilst we take parent feedback about your own child into consideration, please note that we are not able to facilitate parent requests for specific teachers.</p> <p>Any requests by parents must be made in writing to the Principal, Kim Wheeler, by 4.00pm on Friday _____. These requests must outline the educational and social factors for the request.</p> <ul style="list-style-type: none"> • Verbal requests will not be considered. • Late written requests will not be considered. • Only this year’s request will be considered, so please do not rely on letters (or conversations) with the teacher, Principal or Assistant Principal from past years. <p>Parents should be aware that requests can place significant limitations on options for placement and there is no guarantee that a request can be met. You</p> </div>	

	will be advised of your child's allocated grade for 20__ on Tuesday __ December.
Week 3	Consultative meeting: Reps provide feedback on grade structures. Newsletter: Repeated notice inviting input from parents regarding class placements for the following year. Letters due Week 4.
Week 4	Students complete their Five Friends form. Eg <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> Parent request letters regarding student placement due in to the Assistant Principal.
Week 5	Staff Briefing: Principal presents the class structures for the following year to staff. Assistant Principal summarises all the parent letters for student placement and passes onto the Grade Level Coordinators.
Week 6	Admin team provide up to date class lists for the Grade Level Coordinators.
Week 7	Grade Level teams allocate students to their class for the following year. The 'Classmaker' software will be used to assist allocating students to their class group. Teachers allocated to a Grade Level team for the following year.
Week 8	Students allocated to their next year's class. Grade Level Coordinators email the lists to Admin, Principal, Assistant Principal, Specialists and all Grade Level Coordinators to discuss and provide feedback.
Week 9	Feedback on class lists due to the Principal and Assistant Principal. Prep team allocate Kinder students to a class group.
Week 10	Monday night – information night for Prep and new families. Prep parents/carers are notified of the class teacher for the following year. Tuesday UP Day – all students are notified of their new teacher and class group at 8:45am. The students spend until lunch time with their new class group.
Evaluation:	
Notes for next review	