RATIONALE:

The placement of children into classes requires careful consideration. At Our Lady’s the emphasis in teaching and learning is to cater for the developmental needs of the whole child.

AIM:

To place students in class groupings to best achieve the school’s educational goals and which will provide for all aspects of each child’s development.

IMPLEMENTATION:

- Students will be organised into class groupings in a way that will provide for the unique growth of each child.

- Where possible, children will have a different teacher and be with a different group of children each year.

- Some matters for consideration by the school include:
  - student’s interpersonal development;
  - student / teacher relationships;
  - teacher knowledge, skill and expertise;
  - enrolments at the various levels;
  - practical resources such as space.

- The Principal will put a note in the Newsletter in mid October advising parents of the process commencing for class arrangements for the following year. (See Appendix 1.)

- The children will not be asked to name friends they would like to be with next year. If teachers are unsure of friendships, this information can be gained through games and classroom activities.

- When classes are being formed for the following year, the process involves:
  - The current Class Teacher in consultation with other level teacher/s;
  - Specialist Teachers, if required;
  - The Principal/Deputy Principal who hold the ultimate responsibility for class placement.

- The professional teaching staff of the school are in the best position to make informed decisions regarding the placement of children in classes for the next year.

- The Principal will pass relevant information on to teachers (including children not returning the following year, and relevant staff appointments for the following year, if known). Teachers will also be provided with a list of new children coming into the school.
• Teachers place children for the following year seeking to get a balance of academic ability, behavioural, social and physical difficulties, and gender. Where composite classes are in place, teachers will also take into account these needs as number and gender totals allow.

• Teachers are required to check and cross-check the final lists of student placement.

• Foundation lists cannot be finalised until after the Orientation days.

• The Principal and Deputy Principal will view the lists. If changes are to be made, the relevant classroom teachers will be consulted. Lists to be finalised by the first week of December.

• Parents will be informed about their child’s class for following year at the time of issuing the Semester Two Student Report. No changes will be made after this.

• Children will have time with their new teacher on the school’s transition day.

• All class teachers will be made known to families via the school newsletter in December.

EVALUATION:

Evaluation of the School Organisation and Class Placement of Children Policy will occur every three years as part of the school’s review cycle. The whole staff will be responsible for the evaluation, overseen by the Principal. The Education Board is aware of and supportive of this policy.
APPENDIX

1. Principal’s Note to Parents will include some of the following points:

“The teachers will begin placing the children in class groupings shortly. If you have any relevant information regarding the placement of your child, please contact me to discuss the criteria, prior to submitting a pro forma describing the relevant reasons. (Please note, requests for children to be placed together or with a specific teacher are not relevant factors). This information will be taken into account when teachers are placing children in classes. Pro formas need to be submitted by (Day, Date).

In fairness to all, forms after this date cannot be accepted. Please note that the teachers are aware of the children’s friendships. Requests for placing children with specific friends will not be considered. Social factors such as children not relating well together would be considered, but this reason must be submitted on the pro forma. Please note that requests for proformas are to be made to me, not to the teachers, i.e. any previous discussions with your child’s teacher/s, must be redirected to me.

I ask you to trust the teachers’ judgement and professionalism in making a decision that is in each child’s best interest.”

(The pro forma is attached to this Policy).

2. The following issues may be considered when allocating students to classes:
   (a) Need for a balanced number of boys and girls
   (b) Need for a well-balanced academic group
   (c) Need for a socially compatible group
   (d) Need to redistribute certain groups of students
   (e) Possible conflict situations e.g. student/student
   (f) Students with particular learning needs or behavioural concerns.
   (g) Varying degrees of independence and maturity
   (h) The separation of siblings / relatives

3. For further clarification refer to the Teaching and Learning Policy.
OUR LADY OF PERPETUAL HELP

Placement of Children 20..

Child’s Name: .................................................................

Current Class: .........................

Current Teacher: .................................................................

Relevant information regarding the placement of your child:
(i.e. academic, behavioural, physical, social factors)

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**Please note that the submission of this pro forma does not guarantee the request, however the information contained will certainly be considered.**