

## CLASS PLACEMENTS



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on [ripponlea.ps@education.vic.gov.au](mailto:ripponlea.ps@education.vic.gov.au) or 9527 5728.

### POLICY

The Ripponlea Primary School (RPS) students are allocated to a class in one of the following levels: Foundation, Year 1/2, Year 3/4 or Year 5/6. The process that Ripponlea Primary School follows, 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.

### AIM

The aim of the "Class Placements" policy is to ensure:

- compliance with DET principles and legislation;
- students are grouped into classes consistent in mixed ability, learning styles, friendships, gender and other individual considerations.

### IMPLEMENTATION

The process of class placements commences in the November of each school year.

1. Foundation students are initially placed into small groups formed from observations and feedback during the transition program. An information form is also provided by parents to capture additional information to assist with class placement. Within the first 3-4 weeks of the new school year, students are regrouped into classes based on a consideration of factors including:
  - a spread of academic ability
  - social and emotional needs
  - other relevant individual needs
  - a range of learning styles
  - friendships
  - gender balance
2. Foundation students newly enrolled to the school who have missed the transition program will be placed in a small group/new class after consideration of their individual needs, group/class size and composition.
3. The current year's teachers compile class lists of students for the following year based on consideration of factors including:
  - a spread of academic ability
  - social and emotional needs
  - other relevant individual needs
  - previous teacher placements
  - a range of learning styles
  - friendships
  - gender balance
4. Years 1- 6 students newly enrolled for the start of the school year will be placed in an age appropriate class after consideration of their individual needs, group/class size and composition.

5. Parent requests regarding class placements with their child's friends are discouraged, and requests for specific teachers will not be considered. Where exceptional circumstances exist, parent requests regarding class placements should be directed to the Principal in writing by the *end of* October and will be considered on a case-by-case basis. Receipt of parent class requests will be acknowledged.
6. Provisional class selections are trialed, and observations are conducted. New students commencing the following year are invited to attend 'stepping up' sessions to experience the classroom environment with prospective peers.
7. Class lists are reviewed by all teaching staff and approved by the Principal, before being finalised and entered on the school's system.
8. Students will be informed of their future class in the last week of the school year and provided time to spend with their new teacher and peers.

## **POLICY REVIEW AND APPROVAL**

Policy reviewed	December 2023
Consultation	School Council – 12 December 2023
Approved by	School Council – December 2023
Next scheduled review date	December 2026