

CLASS PLACEMENT EXERCISE POLICY



PURPOSE: Each year we use an electronic program: Class Creator. It can be accessed via a survey link (which will arrive to staff in Term 3, week 10). Once staff can access this program they can start to complete the student survey.

DRAFT GUIDING PRINCIPLES:

1. That we work together to ensure **balanced classes** that take into account;
 - academic, social and emotional, health and behavioural aspects
 - ESL, LD and IESP numbers
 - gender balance (which reflects numbers at your year levels).
2. Classes are developed taking into account a wide amount of information collected from;
 - past teachers
 - specialist teachers (who provide a unique overview e.g. behaviour, IESP, Special Needs)
 - parents
 - leadership
 - students themselves.
3. Students may be moved only by the current class teacher and/or leadership, after discussion.

Strict confidentiality to be adhered to throughout the whole process e.g. no commitment given to parents re placement and no information “leaked” before release of all placements. Please do not have conversations with parents about teacher possibilities and/or the class you may be taking or the combination of classes

PROCESS TERM 3

WEEK 9:

Article in newsletter relating to placement process to include the following:

- requesting families notify school of students not returning the following year (student services)
- parent feedback sheet sent home with newsletter (attachment) to be returned to class teacher by Friday week 1 term 4 (social, academic, physical needs etc)
- information provided about socio-gram to go home in week 1 term 4.

WEEK 10:

Class Creator is ready for staff to input student data.

Procedure for accessing class creator is in the week 10 bulletin (*student profile listings is below*).

PROCESS TERM 4:

WEEK 1:

- Students complete a socio-gram in class. Discuss choice of friends i.e. who you work best with...don't put anyone on your list that you don't get along with. Although there are five dots, they are not an indicator of priority and students don't have to fill up the slip (for the sake of it)
- We would encourage more than one listing but for some children, this may be their only friend

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- We would encourage more than one listing but for some children, this may be their only friend
- Students will be placed with at least one friend from their socio-gram. (Encourage students not to include any student they don't want to be with)
- Students take their socio-gram home and discuss with their family. Changes are marked on the original and returned to school the following day.

WEEK 2:

- Students discuss their socio-gram with their teacher and make any changes
- Teachers collect all socio-grams ready for input into Class Creator
- Teachers need to start noting student details to be uploaded into Class Creator as of week 1
- Time is provided at Week 2 staff meeting to complete this process in PLCs
- Students and their behaviour and academic achievements will be calibrated through this joint discussion in PLCs
- The following information is sought:
 - Behaviour (good, satisfactory, needs attention, challenging, very challenging)
 - English (A-E)
 - Maths (A-E)
 - Special needs: Wave 1, 2, 3
- Drop Down Box (ASD, ADD, Speech, Hearing, Cognitive/Intellectual, Sensory, anxiety)
- Separations (keep to a minimum)
- Pairings (keep to a minimum)
- Preferences- list friends
- Notes: any other information: parent feedback, etc.
- Parent feedback (from slip sent home in week 9 term 3) is considered by teachers and included in Class Creator
- After all parent feedback is considered, teachers place the slips in a plastic sleeve (clearly named) and pass onto line manager. Leaders will pass any information to class teachers that arrives at the office.

WEEK 3:

- Once student information is completed, leadership will generate a first run of class lists that will be sorted using information uploaded
- Staff meeting: working in teams working through class lists
- Staff can modify and check. Teachers will annotate any changes using post-it notes and leaders will input data to refine the class lists.

WEEK 4

Class lists typed up and distributed to teachers. *Final checking required.*

WEEK 8

Parent notification slips to be completed for each student (informing parents of their child's placement).

WEEK 9:

Thursday:

9:30-10:30am – Class visiting

Placement notices sent home with school reports.

Parent requests for changes to their child's placement will only be made in exceptional circumstances. Requests for change must be made directly to the Principal/s in writing stating reasons for the request in order for discussion to take place.

September 2021