



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

### PURPOSE

To ensure students are placed into classes each year to best support their development. The school appreciates the importance of placing students into classes that best support their academic growth and social development, and has trust in the teaching staff to make this judgement.

### AIM

For Greenhills Primary School to ensure that classes are formed each year in an equitable way, ensuring positive learning environments are established.

### POLICY PROCESS

- Teachers will form classes ensuring that:
  - all students are placed into a class at the appropriate curriculum level
  - classes are balanced with academic needs
  - classes are balanced with social needs
  - classes are balanced with behavioural needs
  - classes have a gender balance
- Classes may include students of different year levels (i.e. composite classes)
- Students will be provided with an opportunity to nominate friends and peers that they might like to work with in their class in the following year
- Parents and caregivers will be invited to provide input based on academic, social or behavioural grounds
- Opportunities will be provided outside of the classroom to foster existing friendships
- Social skill will be a focus in the classroom to help students develop positive relationships with their classmates.

### 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 (Attendance Policy).

We will regularly promote students to the next year level and will exercise our professional expertise and judgement in relation to these matters. Students are only able to repeat a year level in exceptional circumstances, where Greenhills Primary School considers it is required for the long-term benefit of the student ). We will ensure that parents and 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 their parents or carers.

### IMPLEMENTATION

During October/November, the school will ask (via the newsletter and Compass) if parents or carers have any information the school should consider when placing their child into classes for the following year. All requests must have an input on the academic, social or behavioural development of children. All requests will need to be in writing, addressed to the Principal and submitted by the date announced. The school will acknowledge all written requests as having been received. If necessary, the school will contact the parents or carers for further information. All parent or career requests will be considered, but they may not always be granted. Parents and carers who have not had their requests granted are able to raise their concerns by following the Greenhills Primary School Complaints Policy.



During October/November, the school will provide time for students to select some friends and peers that they would like to work with in their class the following year. Students in Years 1, 2 and 3 will be able to select up to 3 classmates (in no preference order) and students in Years 3, 4, 5 and 6 will be able to select up to 5 classmates (in no preference order). The school will make every effort to ensure that every student has at least one student from their list in their class for the following year.

During November/December, teachers will work with school leadership to look at forming classes for the following year. Teachers will consider all of the guidelines to ensure that classes are established fairly and equitably. Students will have opportunities to meet their new future class and teacher (if available) during December.

The school leadership team will provide advice to the Principal, who will then allocate staff members to classes based on the School's Consultative Process.

### **POLICY REVIEW AND APPROVAL**

This policy will be reviewed every three years or earlier as required.

School Council consultation is recommended before Principal approval.

#### **Approval**

<b>Created date</b>	20 <sup>th</sup> February 2022
<b>Consultation</b>	School Council meeting – 7 <sup>th</sup> March 2023
<b>Endorsed by</b>	James Penson – Principal & School Council
<b>Endorsed on</b>	7 <sup>th</sup> March 2023
<b>Next review date</b>	March 2026