



Sunbury West Primary School

Grade Placement Policy

Purpose:

At Sunbury West Primary School, we strive to make student transition from year to year as seamless as possible. Our staff works collaboratively, within and across teaching levels to ensure that future class groupings are determined with the utmost consideration in relation to student learning, engagement and wellbeing. The policy aims to provide a consistent and transparent process for the placement of students in classes.

Objectives:

- To create balanced learning groups at each level
- To ensure that class groupings are structured in the best interests of the students
- To ensure that student placement takes into consideration the emotional, social, behavioural and academic needs of the child
- To promote personal and interpersonal skill development
- To manage the grade structure in accordance with the school's workforce plan which takes into account enrolment numbers, the school's budget and staffing profile

Implementation:

Class groupings are based on the professional judgements of the staff and take into consideration the social, emotional and intellectual wellbeing of all the children.

The following criteria are used to determine classes:

- Gender balance in each class
 - Consistent numbers of students in each class at the respective levels
 - Record of behaviour
 - Evenly balanced spread of academic achievement
 - Integration and intervention support needs at each level and within classes
 - Social interactions and peer relationships
 - Group dynamics
- Students will not have the same teacher more than twice if possible.
 - We will attempt, where possible and practicable, to ensure that children do not have the same teacher in consecutive years unless it is deemed that it is in the best interests of the child.
 - Where it is considered that special circumstances may have a significant impact on a child's educational, social or personal development, parents may wish to make an exceptional request regarding their child's placement. Any correspondence from parents regarding grade placements must be forwarded, in writing directly to the Principal. These requests must be received by no later than 1st November.

- Requests will only be considered for the following reasons
 - Family relations
 - History of student personality conflicts
 - Unforeseeable circumstances unknown to staff

- Requests will not be considered for the following reasons
 - Friends
 - Teacher Preference / Non-teacher preference

- The school commences its future planning as soon as practicable in Semester Two, when workforce planning and budgeting information is available.

- The school requests that parents notify the school as early as possible with regard to students leaving the school.

- Year level teachers work collaboratively to prepare grade groupings based on the above mentioned criteria. They then consult with the previous year's teachers and specialist teachers to ensure that no relevant information has been overlooked. Grade groupings are then matched against the following year's cohort of children.

- Recommended class groupings will be forwarded to Principal Class personnel for further consideration, approval and teacher allocation

- Families will be notified regarding student grade placement by the end of the school year

- All children will have the opportunity to meet their new teacher, where possible before the end of the school year.

- New children and teachers are invited to attend these sessions.

Review Cycle

This policy was updated in September 2020 and is due to be reviewed in 2023/2024.