



## **Bertram Primary School Individual Class Placement Policy**

Individual class placements are decided by the staff of Bertram Primary School based on the child's best educational interests ahead of other considerations.

The total enrolment of students at Bertram determines the Education Department's allocation of teachers to Bertram Primary School.

At Bertram Primary School we have a Multi Age Group and looping philosophy. This should not cause concern to parents as teachers are familiar with this structure and are working with students at their point of need.

Students are placed into classes after due consideration and review of their development.

### **Additional factors for consideration are:**

- Ability to work with certain peer groups
- Ability to work independently
- Special needs of the child
- The need to separate some children

Be assured that we operate for the best interests of your child and have worked to ensure that he/she is placed in a class, which will meet their educational needs.

### **Processes for Classroom Placement**

1. The Administration establishes anticipated enrolment figures for all year levels.
2. Based on total predicted enrolment figures and staffing allocations, Administration and staff establish the number of classes and class composition
3. Parents are invited to fill in a Student Placement Request form with the educational considerations that may impact on the placement on their child. These submissions need to be submitted before the closing date to be considered.
4. Teachers rate all students in their Learning Areas based on the following criteria. All lists are kept confidentially.
  - Academic achievement for Literacy and Numeracy: 1 = above, 2 = average, 3 = below
  - Behaviour – 1, 2, 3
  - Children with diagnosed special needs
  - Students who need to be separated
5. All criteria is considered by the Learning Area teachers. Any issues are discussed with Administration.
6. Teachers of like year levels meet and construct classes for the following year. Eg. Year pp/1 teachers create the Year 1/2 for the following year.
7. Students are placed in classes according to the recommended number of students within a class under the following guidelines.
  - Equal distribution of students' academic achievement levels.
  - Suitability of students who have the ability to work independently within a particular class group.
  - Necessity to place students with special needs within a certain Learning Area.
  - Separation of students who cause conflict situations by being in the same class.
8. All class compositions are perused thoroughly by Administration. Concerns or proposed changes are discussed between the teachers and the Administration before final drafts are completed.
9. All classes are only in draft form, as changes in enrolment may impact on class composition. Ongoing consultation between teachers and Administrators will take place to ensure all placements are made.

**Any review of placements is the responsibility of the Administration.**

**Reviewed: August 2016**

**Ratified at School Management Group meeting: 11 August 2015**

**Ratified at School Board: 7 September 2015**