

Richmond Primary School

Class Placement Policy 2025 - 2026

1. Purpose

The policy describes the roles and responsibilities of the school and method of communicating and consulting with students and parents. It informs parents of time frames, consultation processes and their role and responsibilities.

2. Definitions

Class placement refers to the placing of students into class groups at the end of the year for educational instruction by the teacher assigned primary responsibility for the teaching and learning outcomes of the group for the calendar year following the process.

3. Policy Statement

Student placement takes into consideration teacher judgement and observations about:

- the needs of the child (educational, social, emotional and behavioural)
- the balance of student abilities within the class group
- as close to equal distribution by gender as is possible within year groups
- in the case of composite classes, distribution by age and gender to reflect an equal ratio of students within and between classes.

Class placement meetings are undertaken by collaborative teams of class and specialist teachers with input from the support team, senior staff team and principal.

Decisions are mindful of placing students to:

- encourage inclusive practice and widen social interaction
- actively discourage and avoid cliques and social groupings which do not model inclusive practice
- respond to school resourcing in a way which ensures groups are balanced to reflect available rooms to house students
- be sustainable within the staffing formula provided by the DECYP

4. Procedure

4.1 Opportunity for Parent Input

- The school will open a consultation period by placing a notice in the school newsletter in week 8 and week 10 of Term 3. The consultation period closes at the end of week 1 of Term 4. The notice will advise of the opportunity for parents to provide information in writing which they believe the school needs to know in placing their child/children for the following year.
- Communication with the Principal should be made by letter, email or phone call to outline your child's needs. A follow up meeting may be arranged by the school office with the principal before the end of Term if more information is required.
- A specific placement request needs to be based on the educational, social, emotional and behavioural learning needs of the child, for example to avoid a child being placed with

close family members or students with whom there are specific and ongoing high-level interventions provided to prevent inappropriate social interactions.

- It is the responsibility of parents to respond to the request for information in a timely manner and meet the deadline to allow a reasoned and timely sharing of information by the teachers making placement decisions.
- School consultation processes with parents of students with Individual Education Plans (IEPs) are in place to ensure compliance with provision of support for students with disability in line with provisions outlined in the (IEP).

4.2 The School's Decision

- After teachers have made the initial student placement decisions, and prior to advising students, the principal and senior staff will review class placements in light of any specific parental requests and additional information which may be required such as information in IEPs and Personalised Learning Plans (PLPs).

4.3 Advising Students and Parents

- Students will be informed of their new class placement in the last week of school and will meet their new class in a formal orientation session in which they spend time getting to know other students and where possible their new teacher.
- Students will be provided with appropriate strategies to assist in building a positive mind set to the change of class in the new year.
- Students will leave the orientation session with a list of students they are looking forward to working with which they will share with their parents.
- Parents will be informed of the child's placement in a note which their child will bring home following the orientation session.

4.4 The Right of Review

- Once class placements are announced, no further changes will be made unless an obvious clerical error has occurred or there is a serious extenuating circumstance.
- Not all class placement requests made by parents can be met and ultimately the final decision rests with the principal.