

CLASS PLACEMENT GUIDELINES

Rationale

A clearly defined process for the class placement of students leads to increased understanding of class formation, greater efficiency and a smooth learning transition from year to year.

The context of our student population together with the Department for Education (DfE) Student Centred Funding Model informs our class structure.

Staff are committed to meeting the social and educational needs of all students. A great deal of thought, planning and time goes into placing children into classes each year.

When placing students in classes, the school considers a range of information in order to form educationally and socially balanced classes. Classes are formed to best meet the needs of the students within the constraints of the resources provided. Class structures, class composition and the allocation of students to classes are developed through consultation between staff and leaders.

Outlined below is:

- The criteria, factors and timelines used to place students in their respective classes for the start of the year.
- Frequently asked questions/answers about class placements – also on school website.
- Class requests format for families to complete – also on school website.

Criteria used to determine class structure:

- The educational needs of the students
- The projected numbers of students in each year level
- The ratio of boys to girls
- Projected enrolments during the year based on past trends
- The number of teachers employed at the school
- Resources and facilities

Factors considered in the placement of students include:

- Learning needs
- Behaviour
- Gender
- Learning and social networks
- Social and emotional maturity
- Family structures e.g. twins, siblings
- Family input

Staff decide on the placement of individual students. Family input regarding their child's educational needs is considered when it aligns with the placement criteria.

Process for placing students into classes R-10

Newsletter term 3, week 10 and term 4, week 1 the following extract is included;

Class Placement Information

Executive Leadership has begun staffing and year level class planning for next year. In a big school this can be challenging with enrolment numbers fluctuating. We ask parents to inform us if their child/ren will not be attending Kadina Memorial School next year. Likewise, if you know of a family moving to the area who is intending to enrol at our school we would like to know to assist us with planning.

Staffing numbers are based on estimated enrolments at the start of the year. Early next term we will ask students to nominate those in their year level that they learn well with and those they don't work well with to inform the placement process.

If you have a request regarding your child's class placement please submit it in writing to Head of R-6 Jayne Winter or Head of Middle School Tarryn Germein by the end of week 1, term 4. Only requests based on genuine reasons will be considered.

Family requests need to be in writing using the request form available on the school website, at the front office or by emailing jayne.winter495@schools.sa.edu.au or tarryn.germein530@schools.sa.edu.au. A written acknowledgment of this request is provided by the school.

Term 4

- By Friday week 2 students have been asked to list those they work well with and those they don't
- Pre-school and feeder school staff provide information and are consulted in the formation of relevant classes
- Using the criteria and factors, staff commence meeting early Term 4 to establish classes for the following school year. During this, changes and adjustments are made. Each change may trigger a chain reaction of other changes.
- Week 7 Pupil Free Day staff time is allocated to review proposed classes
- Week 8 term 4 proposed class lists are provided to the School's Data Manager
- Week 10 Executive Leaders ratify class structures
- Student class placements are communicated to families mid-January.

Process for placing students into classes Years 11-12 is determined by subject selection.

Frequently asked questions regarding class placement

Why does the school have some composite classes instead of having all straight year level classes?

Staffing is dependent upon the enrolment in each year level. The class distribution is considered on the basis of student numbers. The distribution of classes may change each year according to enrolments in the school and the effect of different numbers in each class or year group.

My child is in a composite class, will they be disadvantaged?

No, within any classroom setting there is a diverse range of abilities where the teacher is required to differentiate. In accordance with the Australian Curriculum, all students are assessed according to their assigned year level.

Why do some classes operate using a shared approach?

Particular learning environments within the school lend themselves to a more collaborative type of teaching and learning (e.g. Early Years: Wambana). Highly collaborative practices and continuity of learning is an expectation of all classes at Kadina Memorial School. Collaborative learning environments are a fantastic opportunity for students to be exposed to a range of different teaching and learning styles.

How are students involved in the placement process?

Rec to Year 9 students are asked to nominate some students in their year level that they work well with and support them in their learning and those that they do not work well with.

Where possible they are placed with at least one learning buddy. This may differ from the request of families. Senior school placements are dependent on subject selection.

Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?

No, this is not part of the class placement process.

Can I provide information to support the informed placement of my child?

Yes, as long as the information is consistent with our placement criteria.

Why haven't my requests been actioned?

All family requests are seriously considered and recorded. At times, family requests can be conflicting (to another family's request, to the student's request, from the professional opinion of the teacher).

Do teachers request certain student placements into their class?

No, teachers are generally not assigned to a class until after the class placement process. Teachers focus on class balance to ensure a successful year for all classes.

When I get my child's class placement, can I request that it be changed?

The class placements are considered final. Changes to placements are rare due to the fact they cause a chain reaction and impact on the class balance. We consider the learning and wellbeing of each individual during the placement process and the families must realise their child is part of a complex equation in school placements.

How can I help my child during this process?

Families can help by supporting the informed decisions of the staff and ensuring all conversations with their children are positive and encouraging.

When will we be advised of class placements?

This information is mailed to families in Mid-January. This timeline allows for when required, re configuration of classes after the finish of the school year.

Class Placement proforma for families to complete and provide to school by day 1 of term 4.

This is available on the school website, at the front office or by emailing dl.0778.info@schools.sa.edu.au