

Cranbourne West Primary School

STUDENT PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Cranbourne West Primary School Administration on 59962878

RATIONALE

The placement of students provides the opportunity for students to reach their full potential.

GENERAL STATEMENT

Parents should have the opportunity to have some input into the next year's grade because they may have information that would affect the placement. This information may include change of family status, special learning needs and/or personal idiosyncrasies.

IMPLEMENTATION GUIDELINES

- Area structures and home group sizes, including whether we need to have composite classes, will depend on enrolment numbers, numbers in each year level, availability of classroom spaces and the choice of specialists.
- When preparing class lists teachers will consider:
 1. academic ability to ensure an even spread of abilities
 2. social groupings – ensure friendship groups are present
 3. behaviour difficulties – evenly spread across the home groups
 4. potential conflict situations
 5. gender balance where possible
 6. special consideration to be given to placement of students with special needs
- Prior to the development of class lists the Principal will
 1. legitimate parent requests will be considered
 2. provide information to parents regarding the possibility of composite classes
- After lists are finalised no changes will be made on parent request.
- During the month of November the Student Welfare Co-ordinator will analyse the parent requests for placement and advise the year level teachers so that they can finalise the home group lists with the parent requests in mind.
- Class lists will be sent to the PCOs and the Student Welfare Co-ordinator for final checks.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department Policies and Guidelines:

- Student Enrolment
- Inclusion and Diversity

The following school based policies are also relevant to this policy:

- Student Attendance
- Student Wellbeing and Engagement Policy
- School Statement of Values
- Inclusion and Diversity

This policy is available on:

- the school's website
- the Sentral Parent's Portal
- a hard copy is also available from the office on request

EVALUATION

At the conclusion of the following year teachers will assess procedure to determine any further organisational needs.

Parent survey will determine the degree of parent satisfaction.