



Purpose:

Classes are formed to provide the best possible learning environment for students within budgetary constraints and Department of Education guidelines. Individual class placements are based on teacher professional judgements about students' educational needs.

Rationale:

To provide clarity to the Winthrop Primary School community regarding the process for class placement of students.

Process:

- Principal presents the staff with the anticipated year numbers for the following year and possible class groupings (i.e. number of year level classes, split classes).
- Staff agree on the best possible groupings based on budgetary, educational guidelines and student factors.
- Staff members meet to determine the placements of their current students for the following year taking into consideration the criteria listed below:
 - Balance of academic performance
 - Gender
 - Behaviour and social development
 - Students with special needs and students at educational risk
 - School Psychologist recommendations
 - Previous class placements

Class lists are submitted to the Principal for final ratification.

Class teachers meet at the end of the year to discuss each child's transition using the 2016 Handover File information.

Once class lists are published, given the rigorous nature of the placement process requested changes will not be made.

Parents are encouraged to organise a meeting with the classroom teacher and/or principal following the Communication and Complaints Policy if there are concerns with the educational and/or social progress of their child.