



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: PLACEMENT OF CHILDREN

RATIONALE:

The placement of children into classes requires careful consideration. A child's social, emotional, spiritual and academic development is affected by his/her teachers and peers.

AIMS:

- Each class to have a balance of academic ability, behavioural and physical difficulties, gender and social needs
- Children to have a different teacher each year (whenever possible)
- Children to be with a different group of children each year

IMPLEMENTATION:

- Principal to put a note in newsletter in mid October advising parents of the class groupings for the following year

Note to include the following:

“The teachers will begin placing the children in class groupings shortly. The following factors are taken into consideration when determining class groupings. Please consider these carefully prior to submitting a ‘Placement of Children Form’ (attached). Careful consideration will be given to the information provided by parents when submitting the form; however placement of children is ultimately at the discretion of the teaching staff in consultation with the Principal and involves a number of different factors.

Relevant Factors:

- Teachers are aware of children's relationships and will make every effort to take these into consideration.
- Each child will be asked to nominate five friends that they would like to have in their class group for the following year. Every attempt will be made to place children with at least one of these children. [The Learning Diversity Leader](#)

in consultation with the classroom teacher will liaise with parents if discretion is required for a child to nominate less than 5 children based on concerns around the child and their progress in building social relationships.

- Parent requests for placing children with specific friends will not be considered.
- Parents' requests for children to be placed together, separated, with/without a specific teacher will not be considered.

Placement of Children Forms must be submitted before the end of next week i.e. by (Day, Date) To the Principal. In fairness to all, forms after this date cannot be accepted. Please note that Forms should not be submitted to teachers or Level Coordinators, i.e. any previous discussions with your child's teacher/s or letters, need to be redirected to the Principal

Teacher judgement and professionalism needs to be trusted in making a decision that is in each child's best interest.

- Principal to pass relevant information on to Level Leaders (including children not returning the following year and relevant staff appointments for the following year). Level Leaders also get a list of new children coming into school
- At a staff meeting, teachers in current Year Levels place children for the following year, seeking to get a balance of academic ability, children who are being supported by Program Support Groups, behavioural and physical difficulties, gender and social needs.
- Class lists are uploaded on the schools class list program by the end of November
- Lists then go back to Level Leaders and teachers to be cross-checked
- Prep lists cannot be finalised until after kindergarten visits that should take place late October. These lists are prepared by the upcoming Prep teachers where possible and are shared with parents at the Prep Information evening.
- Principal and Deputy Principal to view lists. If changes are to be made, classroom teachers and Level Leaders will be consulted. Lists are to be finalised by the first week of December
- Parents are informed about the child's class for next year by the last Monday of Term Four. No changes will be made after this. Children have lunch with their new teacher on the same day

EVALUATION:

Evaluation of the Placement of Children Policy will take place every four years or when necessary.

This policy was reviewed in 2022

The next review will be in 2025

PLACEMENT OF CHILDREN

Child's Name:

Current Class:

Current Teacher:

Relevant Information regarding the placement of your child:
(i.e. academic, behavioural, physical, social factors)

Please note that the submission of this pro forma does not guarantee the request, however the information contained will certainly be considered.