



Class Placement Policy & Procedure

'We must be guardians of spaces that allow students to breathe, be curious and to explore'

Breneee Brown

Statement of Policy

Students enrolled in St Louis De Montfort's Primary school and their families become part of the parish of St Mary of the Cross and the wider system of Catholic schools in the Archdiocese of Melbourne. This policy embodies and guides our vision as a Faith community to bring life to the Gospel in our search for Truth, Beauty and Goodness.

Decisions to place a student into a class within St Louis De Montfort's School will be as a result of a documented and transparent process. This process will give due consideration to the integrity, wellbeing, learning needs and confidentiality of all parties. Procedural fairness, consultation and appropriate pastoral and educational support will inform all decisions.

Scope

This policy and these procedures apply to students enrolled in St Louis De Montfort Primary School, Aspendale.

Principles

St Louis De Montfort's:

- Values and upholds the dignity of each child and has a focus on personal wellbeing and the promotion of quality teaching and learning.
- Has a strong focus on the building and rebuilding of relationships within the framework of restorative practices.
- The decision for class placement of a student rests with the parish school principal, the school's Leadership Team, the teachers and level teams.
- Classes are re-grouped each year and students are mixed carefully taking into account academic ability, social, emotional and behavioural needs and students who would benefit by being kept together or separated.
- Procedural fairness is demonstrated in the decision making process for class placement. Procedural fairness gives all involved the right to be heard, the right to be treated with respect, the right to be made aware of complaints that have been raised and an opportunity to respond to and steps to be made to resolve them.



Aims:

- To ensure quality learning opportunities for all students.
- To provide a clear framework to be applied by the Leadership Team and Teaching Teams when determining class placements for students.
- To provide families with information on the procedure and opportunities for input.

Procedure:

- The allocation of children to various classes, class structures and class compositions are made using a collaborative process.
- The process of forming classes will commence in the fourth term of the previous year.
- Once the school structure for the following year has been announced, the Principal will formally seek input for class placement from parents via the newsletter with a closure date for this process. All parent input must be directed to the Principal and placed in writing and include specific information regarding their child's learning, social or emotional needs. This information would not include a request for a particular teacher. We will not always be able to accommodate class placement requests, but they will be considered carefully.
- Class placements will be communicated to students and parents in the final week of the current school year. This ensures that:
 1. *Students will know the name of their teacher/s for the following year.*
 2. *Students will know the other students in their class.*
 3. *Families will have time to talk positively about the class experiences they can anticipate in the following year.*
- Once announced, classes for next year are final and changes will only be made in exceptional circumstances. These exceptional circumstances will require evidence of impact on a student's social, emotional or academic development.
- An appeal regarding the class placement must be made in writing and must include only the information families believe may have not been considered during the placement process. The written application must be received by the last day of the student's school year.

Family Commitment

Families commit to supporting the school's Class Placement Policy & Procedure by:

- (a) Supporting and accepting decisions made by the School; and
- (b) Being positive with their child about the class placement decision that has been made.

School Commitment

The School commits to supporting the Class Placement Policy & Procedure by:

- (a) Using informed professional judgement when deciding class placements; and
- (b) Considering all available information, including that received from families.