



Student Grade Placement Policy

RATIONALE

Class sizes are governed by the DEECD staffing guidelines to a major extent, although the school has limited flexibility in the implementation of those guidelines. Knox Park Primary will provide all students with access to a comprehensive education which includes specialist areas as part of a balanced program in the context of manageable class sizes and adequate learning support.

AIM

To provide a planned approach to the organisation of classes and the learning environment which best meets the needs of students and staff.

IMPLEMENTATION

The placement process will be implemented as follows:

- Parents will be given the opportunity to express relevant educational issues relating to the placement of their child prior to the process beginning. Parents will be asked only to provide educational grounds for their request regarding placement.
- Relevant educational issues should be lodged in writing with the Principal by the designated date and will be addressed in a follow-up interview if deemed necessary.
- The Classroom Teachers, Level Coordinators and the Principal Class team shall oversee the formulation of grades, taking into account the abilities, interests and gender of each child, as well as their academic, social, emotional and behavioural needs. The process seeks to create balanced classes in order to maximise learning opportunities.
- Consultation will take place as necessary with the previous Teacher (including pre-school teaching staff), Level Coordinators, the Principal Class Team, Parents and Students.
- Proposed class lists go to the Principal for final checking.
- Parents are encouraged to be mindful that whilst every endeavour will be made to address issues, the final decision should be made by the Principal, based on any parent input, the professional input of staff and any other relevant information.

EVALUATION

This policy was last updated May 2019 and is scheduled for review in three years.

Ratified by School Council:	Not required	No. of Pages:	Page 1 of 1
Issue Number:		Next Review Date:	May 2022