



PLACEMENT OF INDIVIDUAL CHILDREN IN CLASSES AND INFORMATION HANDOVER POLICY

RATIONALE: Individual class placements can have significant effects on students' attainments and must primarily be based on professional judgements of the child's educational needs, circumstances and interests. Handover of information assists teachers and student transition from one year to the next.

PROCESS: By Week 9 teachers will meet to establish classes for the following school year.

Teachers of the current year level will confer regarding class groupings taking into consideration the criteria listed below.

- Classes are not to be streamed. No class should have a disproportionate share of high or low achieving children or children with behaviour problems.
- Where children obviously do not get on together separation should be considered.
- The child's social network should be considered if in the teacher's opinion academic performance might be affected.
- Consultation must take place with parents in situations where siblings may be in the same class.
- Where appropriate children will not have consecutive years in split classes.
- Parent input regarding their child's educational needs will be considered.
- Class profile and proposed lists will be submitted to administrative for final ratification.

PROCESS: For the beginning of the new school year, information will be collated and time made available for teachers.

- Class profile as completed in the previous year.
- Time allocated during the school development day to allow staff discuss individual student needs.
- Copies (both paper and electronic) of documented plans.
- PAT results for students available online.
- NAPLAN data (available online)
- Copy of the second semester report