Rationale:
- A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

Aims:
- To provide each child with the opportunity to be part of a class of students that will allow them the best opportunity to learn.
- To form well-balanced classes of students that take into account the social, emotional, academic and special needs of each individual.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

Implementation:
- While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process will be employed.
- The Principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Class composition can be either single year level or dual grade levels, as required.
- The process of forming classes will commence in November of the previous year.
- When forming classes, a range of factors will be considered to ensure the best educational opportunities for all students. These factors may include, but are not limited to, academic ability, gender, behaviour and friendship groups.
- Students will be given the opportunity to identify friendship groups, which will be considered by teaching staff with the best interests of each child in mind.
- Allocation of students to grades will be determined collaboratively, with priority given to the judgements of teaching staff who have the broadest understanding of the educational needs of each student.
- Class composition will be presented in draft form for the approval by the Principal.
- Specialists should be consulted regarding class placements before ratification.
- The Principal has the discretion to make alterations to class placements if necessary.
- The Principal will invite input from parents via the newsletter. Discussion with the Principal or Assistant Principal is highly recommended prior to a written request being submitted.
- Under exceptional circumstances the Principal may reorganise classes or student placement throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation, class sizes, and the roles of teachers will be released to parents during term four.
- Confirmed student class placements will be announced prior to the end of term 4.
- Students who enrol at the school during the year will be allocated to classes with the understanding that this placement may alter once further information regarding the child becomes known.
- Concerns regarding the placement of specific students in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

Evaluation:
- This policy will be reviewed as part of the school’s three year review cycle.

This policy was last ratified by School Council in... August 2013