



# Class Placement Procedure

## PHASE 1 - End of the School Year

### Drafting Class Lists

Towards the end of the year during term 4, the Principal calls upon the school's staff to draft class lists of students who will continue their education at Sorrento Primary School the following year. The staff is given an overview of the classes that will need to be formed on the basis of the anticipated enrolment for each year level from Kindergarten through to Year 6. The exception to this is the Kindergarten parents **who will have their class placement process run earlier to assist with their child's** participation in orientation and transition to school activities.

The staff considers the following class placement criteria to guide their decision making:

- Academic ability.
- Ability to work with certain peer groups.
- Ability to work as a self directed, reflective and independent learner.
- Social emotional well being.
- Gender balance.
- Comparable class sizes.

### Parent Input into the End of Year Draft Class Lists Process

When the staff is about to commence drafting class lists for the following year the **Principal will notify parents in the school newsletter. Parents may write to "The Principal", outlining in detail the important and relevant** information they believe should be considered in the placement of their child or children for the following year. The substance of the letter may be discussed confidentially with the class teacher making the next year class placement recommendation. The letter is to be received by the close of business (3.30pm) Friday Week 4, Term 4, which can be either handed into the administration or emailed to Sorrento Primary School.

It is important for parents to know:

- This is not an opportunity for them to choose a teacher by name or gender.
- This is not an opportunity for them to request their child not be placed in a composite year level class (split year level class).
- **They are to write to "The Principal" outlining in sufficient detail the placement reasons they would like considered by staff in the drafting process.**

## PHASE 2 – Commencement of the School Year

By the commencement of the school year staff will have completed many weeks of adjustment to the draft class lists which will be made available on classroom doors, outside the administration and via the Sorrento Parent Connect community two days before students return for Term 1.

### Reviewing the Class Placement of Your Child

If a parent wishes to seek an alternative class placement for their child they will need **to do so in writing to “The Convener, Class Placement Panel” clearly stating their reasons for an alternative class placement and submit their letter to the administration.**

### The Class Placement Review Panel

- The Principal
- A Deputy Principal
- A Teaching staff member

### Class Placement Review Timeline

- Class lists will be made available on classroom doors and outside the administration two days before students return for Term 1.
- Parents have until the close of business (3.30pm) on the second day of Term 1, to lodge their letter with the administration which can be either handed into the administration or emailed to Sorrento Primary School.
- The Class Placement Panel will meet to consider the review request and parents will be advised of the outcome by the end of Week 1, Term 1.
- If the panel supports an alternative class placement the child will be moved to the new class in the morning of Monday Week 2, Term 1.