

# Wickham Primary School

An Independent Public School

## *Class Placement Policy*



**WICKHAM**  
PRIMARY SCHOOL

Review date November 2021

## Wickham Primary School

### CLASS PLACEMENT POLICY 2020

#### POLICY STATEMENT

Wickham Primary School creates its class structure based upon the professional judgements of staff, with the aim of providing the best learning environment for each student.

The purpose of this policy is to provide a transparent process of how children are placed into classes for any school year.

#### PROCESS

The Administration team establishes class structure options for the following year based upon anticipated enrolments and in accordance with the Schools Education Act Employees' General Agreement 2019.

Once class structures have been finalised, generally late in Term 4, teachers meet to establish class lists for the following year.

Factors that are taken into consideration when allocating students to classrooms.

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| <ul style="list-style-type: none"> <li>(a) The educational and emotional needs of each student.</li> <li>(b) Ratio of boys to girls in classes.</li> <li>(c) The creation of classes that are balanced with respect to academic performance, social development and behaviour.</li> <li>(d) Special circumstances such as twins or individual family matters.</li> <li>(e) Constraints of resources or facilities.</li> <li>(f) If, the need arises to create a 'split class', the teaching staff from the previous year and the administration team will decide the placement of individual students. As per the above,</li> <li>(k) Previous class placement.</li> </ul> | <p>the following will be taken into consideration when forming splits classes:</p> <ul style="list-style-type: none"> <li>(g) Work habits e.g., the ability to work independently etc.</li> <li>(h) Friendship groups. Students are asked to identify 3 friends. They are reminded that we will make every effort to ensure they are with at least one of their identified friends, but that this is not always possible</li> <li>(i) Social maturity.</li> <li>(j) Academic performance.</li> </ul> |
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Parents may be consulted on class placement, if deemed necessary, by the principal or class teachers. Agreements and / or guarantees to honour parent requests for particular class placements cannot and will not be made by any member of staff.

Class lists will be submitted to the administration team for final ratification.

The principal shall have a final decision on the individual placement of students. Class lists will be shared with parent(s) / guardian(s) week 1 of Term 1.

Families will be provided with the WPS Class Placement Policy & FAQ to help them with frequently asked questions, please see Appendix 1.

Class changes will not be made but the school will work with parents to help them support their child if there are issues in class.

## APPENDIX 1

## Class Placement Policy - Frequently Asked Questions

Why does the school have some split grade classes instead of having all straight year level classes?

- ✓ All government schools are funded through a *Student-Centred Funding Model*. The amount of money we receive is dependent primarily on the number of students who enroll in our school. It is the responsibility of the principal to determine the best possible structure of classes. Another major influence on the number of classes we form is the teachers' industrial agreement which states recommended maximum sizes for each class. The recommended maximum sizes are as follows:

Year	Number of students per class
Kindergarten	20
Pre-Primary (purpose-built classroom)	27
Years 1-3	24
Years 4-6	32
Split years 3-4	23
Split years 4-6	31

- ✓ Sometimes enrolments in a particular year level do not fit neatly into the desired number of students for each class. In these cases, we may have to form a 'split' or 'multi aged' class with the year below or above. This practice is well supported by research and our beliefs about how children learn, especially in the primary years. Often, it is also a practical consideration that is dependent on our enrolment numbers.
- ✓ The curriculum entitlement for each child will be the same as other children in that year level. Wherever practicable students placed in a split year level class will be provided with opportunities to participate in activities with their year level. Where it is possible, if a child is placed in a split year level class in one year, they will not (where possible) be placed into a split class the following year without consultation with parents.

Why do we ask parents to leave class placement in the hands of the teaching staff?

- ✓ As professional educators we strive to make the right choices taking into account all the information we have to hand. Our teachers have been working with your child on a daily basis all year gathering information on preferred learning styles, interests, social groups, emotional needs as well as their academic ability.
- ✓ Previous teachers and specialist teachers are also consulted for their input. Whilst it is true that parents know their children the best, when a parent requests a specific placement for their child, they may not have all the relevant *educational* information. Teachers, on the other hand, do have the academic, social and emotional information about all children in a particular year level.

When will I know my child's placement?

- ✓ Kindergarten Parents will be advised once final Kindy groups for the year are known. Generally, this is in November of each year.

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- ✓ Parents of students in Years PP – 6 will be advised via Connect in Week 1 of Term 1 2021. It is hoped that the school will be in a position to trial advising parents during the latter stages of term 4 2021 for the 2022 school year.
- ✓ Parents of students who have identified needs or, have twins will be contacted by the class teacher or, a member of our administration team to discuss their child's needs for the following year. Every effort is made to plan accurately for the following year, taking into account that enrolments change throughout the year.
- ✓ Class structures or teacher allocation may need to change if we have increased or decreased enrolments over the January school holidays.

*Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?*

- ✓ No, this is not a part of the Class Placement Policy.

*Can I request my child's placement with another child's in the classroom? Or can I request my child not be placed with another particular child?*

- ✓ Class teachers ask children to list their friendship group during Term 4 (as from 2021). While some parents make a friendship request, the decision is complex.
- ✓ A number of times when we have received a request from one family to place particular children together, we find that the second family has requested that same children be placed in separate classes.
- ✓ The final decision on placement rests with the Principal. Often children placed with best friends will work and play exclusively with each other. This does not promote the social interaction we try to foster. We also find young children change 'best friends' regularly.
- ✓ When allocating children to classes, we endeavour to foster positive social interaction across a year group, by making balanced classes and to help the formulation of constructive relationships.
- ✓ If your child is having difficulty with a student in his / her class, please inform the teacher so problem solving can take place as soon as is possible.
- ✓ This is the aspect of the school experience that reflects 'real life'; where students learn to function socially with different people and personalities.

*Can we assume our second child will get the same teachers?*

- ✓ It is a coincidence if this happens as the school does not use historical records when placing children. New relationships are constructive and help us grow. All children are different and may respond well to a different teacher.

*When I get my child's class placement, can I request that it be changed?*

- ✓ You may talk with a Deputy Principal or the Principal about your concerns and be assured that those concerns will be shared with the teacher so your child's anxieties will be addressed.
- ✓ Teachers run specific programs and activities at the beginning of the year to help children feel comfortable, get to know other students in the class and feel connected to the school / class. Class placements are considered final. In any event, we will not make changes in the first two weeks of the school year.

***Note:** It is intended that WPS will commence using the Department of Education's 'Connect' communication application as the key school communication tool in term 1 2021.*

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- ✓ Changes to placements are generally not possible not considered as this creates precedence and the chain reaction that this would create is unmanageable.
- ✓ Even though we consider the individual child during the class placement process, parents should appreciate that their child is part of a complex equation in school class placements.

*What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?*

- ✓ We will do everything we can to solve problems. In the first instance, parents need to talk to their class teacher. If, the matter needs to be referred on, a Deputy Principal or the Principal will be involved so your child's needs can be addressed.
- ✓ Changing classes is not part of the Class Placement Policy.
- ✓ Please be assured that all information about children is valued and heard. Teachers work hard to make the transition between years a smooth process for all our students. Parents can help by being as positive and encouraging as possible to their children in during this process.

If you have any further questions on the class placement process, please contact the Deputy Principal or Principal.

[wickham.ps@education.wa.edu.au](mailto:wickham.ps@education.wa.edu.au) or, (08) 9185 8500

On behalf of the staff and the WPS Board, we thank you in advance for your support of this policy and our class placement procedures.

Lincoln Day

Principal  
December 2020

