



Class Allocation Policy

St Joseph's Primary School Warragul

Introduction

St Joseph's has a procedure in place for allocating students into classes each year. The construction of class groupings is a collaborative process which may involve students, class teachers, specialist staff and the Leadership Team. Every care will be taken to ensure that each child is placed in the best environment to enhance their learning and social development.

Aim

The Class Allocation Policy aims to ensure there is a fair and just process in allocating students to classes for the upcoming year.

This procedure aims to:

1. Ensure an equitable outcome for all students
2. Provide a clear framework to be applied by the teachers and the School Leadership Team when determining class placements for students
3. Provide parents and carers with information on the procedure and opportunities for their input to the process.

Procedure

The following procedures apply when allocating students to class groups for the following year:

1. Individual class placements of students will be decided by the School Leadership Team in conjunction with the classroom teachers, based on their professional judgement and with consideration of the following factors:
 - i. Special educational needs of the child
 - ii. Overall academic abilities of the child
 - iii. Overall social and emotional needs and abilities of the child
 - iv. Gender balance
 - v. Class placements in previous years
 - vi. Social behaviour concerns
 - vii. Classroom observations

2. Students will be provided with an opportunity to select four children who they believe they work well with and will support them in their learning. These lists will be taken into consideration when allocating students to classes.
3. Parents and carers may provide the School Principal with specific information about their child's learning or social needs, in writing, that they believe the school **may not be aware of**. Whilst the School Leadership Team appreciates that Parents or Carers may believe their child would benefit from being placed with a certain teacher, we are unable to consider these requests. **The information should be provided in writing (letter or email) to the Principal by Friday, Week 2 of Term 4.** This information will be referenced, along with other available information, during the class placement process. The Leadership Team will manage this process in consultation with parents and class teachers. It must be clearly understood that no definite guarantees can be given regarding parental concerns.
4. Class placements for the year ahead will be communicated to the students on the day of Orientation for the following year, normally in the final weeks of the school year. This practice means that:
 - Students will know the name of their teacher for the following year
 - Students will know which other students will be in their class
 - Students will have an opportunity to meet their new class teacher- new students to the school for the following year are invited to attend
 - Parents and carers will have time to talk positively to their children about the class experiences they may have the following year
5. Throughout this process the Principal, after appropriate consultation, reserves the right to make the final decision regarding class placement and students will not be moved into another class after final class placements have been made.
6. Students who are enrolled during the year will be allocated in a classroom by the Principal.

Review

Implementation Date: September 2025

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