



MONTMORENCY PRIMARY SCHOOL

Child Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9434 5944 or email montmorency.ps@education.vic.gov.au.

Montmorency Primary School has a procedure in place for allocating students into classes each year. The procedure ensures that the professional judgement of the School Leadership Team and Teaching Staff is informed by input from parents and carers and that all available information is applied to the placement process. Although class placements can be a sensitive issue, the interests of all children are paramount to the decisions taken by the school.

PURPOSE

Individual class placements are based on professional judgments about meeting the student's educational needs, circumstances, and interests.

This policy aims to:

- To provide clarity to the Montmorency Primary School community regarding the process for class placement of students
- Ensure an equitable outcome for all students
- Provide each student with the opportunity to be part of a class that will allow them the best opportunity to learn
- Form well-balanced classes of students that take into account the social, emotional and academic characteristics of each student
- Ensure classes are formed to provide the best possible learning environment for students within budgetary constraints, Department of Education guidelines and within the constraints of the resources available to the school
- Provide a clear framework to be applied by the School Leadership Team and Teaching Staff when determining class placements for students
- Provide parents and carers with information on the procedure and opportunities for their input to the process

SCOPE

Class placements are based on professional judgments about meeting a student's educational needs circumstances and interests.

Individual class placements can have significant effects on a student's attainments and must be based on professional judgements about the student's educational needs, circumstances, and interests. The nature of Montmorency Primary School's student population, together with the Department of Education's teaching staff formula, often necessitates the inevitability of forming both composite (different year levels working within the one classroom) and non-composite classes.

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

POLICY

- The Principal and Leadership Team make decisions about the number and structures of classes for the forthcoming year based on student enrolments and school resources.
- The Principal presents the staff with the anticipated class groupings (i.e., the number of year level classes, split classes)
- Staff members will be asked for expressions of interest as to which year level they wish to teach.
- The allocation of staff to classes is determined after consideration of the following:
 - Teacher preferences
 - Past experience, professional skills and expertise of teachers
 - Professional learning goals of staff
 - The creation of effective, balanced teams
 - The need for new teachers at the school
 - The Strategic Plan and goals of the school
- Parents are invited to supply relevant information regarding the special needs of their children during the placement process by emailing the Principal. Where relevant information is supplied by the due date, this will be considered based on individual and school needs. There is no guarantee that all parent requests will be met. Requests for particular teachers will not be considered.
- Staff members currently teaching particular cohorts, confer regarding placements for the following year, taking into consideration the criteria listed below:
 - Gender balance
 - Behaviour
 - Academic performance
 - Special abilities and needs
 - Social and physical maturity
 - Special needs such as siblings, custody and family situations
 - Needs of children for whom English is a second language
 - Information supplied by parents and/or relevant support personnel
 - Social networks/dynamics
 - Previous class placements
- Decisions are made with a view to establishing balanced and equitable class groups that will work well together. It is possible for any child to be placed in either a straight or composite year level class based on the above considerations
- Children will be given the opportunity to create a friendship group list of five children, whom they would like in their class for the following year. This list should be based on children who have a

positive influence on their learning and social development. The school will endeavour to place children with at least one person from their friend list

- Every effort will be made to follow the Department of Education and Training recommendations regarding class sizes
- Class lists are submitted to the Leadership Team for review and final ratification.
- At the end of each year, Montmorency Primary School schedules a transition session for students to meet their new teacher and classmates
- Staff members will not disclose the composition of proposed classes prior to any formal announcements
- Once class lists are published, given the rigorous nature of the placement process requested changes will not be made
- Class teachers meet at the end of the year to discuss each child's transition.
- The ultimate decision for student and teacher placement rests with the Principal and Assistant Principal
- Where students enrol after classes have been established, they will be allocated to a class based on class numbers and availability. The Principal is responsible for placing students in classes in this instance
- Class lists will not be distributed to parents due to privacy reasons

PARENT AND CARER COMMITMENT

- Parents and carers commit to supporting the school's Student Placement Policy by:
 - Supporting and accepting decisions made by the school; and
 - Being positive with their child about the class placement decision that has been made.

SCHOOL COMMITMENT

The school commits to supporting the Student Placement Policy by:

- Using informed professional judgement when deciding class placements; and
- Considering all available information, including that received from parents and carers, to assist the process.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Consultation	Internal
Approved by	Principal
Next scheduled review date	October 2025