

STUDENT CLASS ALLOCATION

BRUNSWICK EAST PRIMARY SCHOOL POLICY

Rationale:

With the introduction of Victorian Essential Learning Standards across the school our students will receive a high quality education that will equip them with a broad range of knowledge, skills and personal qualities to meet the challenges of life.

The implementation of VELs across the school will also promote our school's vision; **to cultivate a love of life long learning in a collaborative, diverse community so that every child can reach full potential**. We are committed to providing high quality education in a safe and secure environment where **'friends learn together'**.

The structure and composition of our classes will reflect the above, whilst accommodating current student population.

In establishing classes, the following criteria will be considered:

Gender, academic, emotional, social and special needs of students.

Parents/guardians are invited to raise with the principal, any issue they consider will have an impact on what class their child is placed in, bearing in mind that the staff consider not only one child's needs, but those of all the children in the class.

Teachers are unable to be assigned to classes at the time the lists are being developed until enrolments at the school are finalised. The assignment of teachers to classes is a professional decision determined by the principal, in consultation with the staff and is subject to its own process and timeline.

Evaluation:

This policy will be reviewed as part of the school's three year review cycle

This policy was last ratified by School Council on 27th November 2006

**IMPLEMENTATION OF STUDENT ALLOCATION &
CLASS ARRANGEMENTS FOR FOLLOWING YEAR**

Term 4 (Please Note: Dates are only approximations)

Weeks 1-3	Staff to look at grade structures for the following year in terms of anticipated numbers and take options to Leadership committee.
Weeks 3 -5	Newsletter item informing parents that staff is undertaking class arrangements. Any parental considerations /concerns in writing to principal, who will follow up and respond.
Weeks 5-7	All teachers involved in allocating students to grades.
Week 7	Specialist team to look at draft lists before going to staff for final viewing.
Week 8	Finalised lists presented to staff.
3 rd Last Week	Parents informed via newsletter that all students to meet their new teacher and classmates in their new room during the following week.
2 nd Last week	Students to meet their new teacher and classmates in their new room.

PROCESS FOR ALLOCATION OF STUDENTS TO CLASSES

