

## **Woodland Grove Primary School Classroom Placement Policy and Procedures**

Woodland Grove Primary School classes are formed to meet the needs of our students within the constraints of the resources provided.

Class placements are based on professional judgements about each child's learning and wellbeing.

### **PROCESS**

- The Administration team establishes class structure options for the following year based upon anticipated enrolments, historical data, and the need for flexibility.
- Parents are invited to submit written inputs with respect to class placements. The submissions must be based on educational reasons, addressed to the Principal and marked as Confidential.
- All written parent submissions will be given consideration but will not automatically be accommodated.
- Staff members confer regarding placements for the following year taking into consideration the criteria listed below:
  - Academic performance, social development, behaviour, and gender balance,
  - Social network,
  - Special needs such as twins and family situations,
  - School Psychologist recommendations,
  - Written parent submissions regarding a student's educational needs.
- Class lists are submitted to the Principal for final ratification.
- Lists to be published at the beginning of the school year.

Formation of classes in the new school year will remain as published subject to exceptional circumstance, i.e. significant increase in overall school population or within individual cohorts. In the advent of any alteration all relevant parties will be notified prior to any change.

### **DISPUTES**

Parents or guardians will be instructed to direct all concerns to the Principal regarding individual class placement. However, given the process as outlined is adhered to, alterations to class lists will only be considered in extreme cases with mitigating circumstances.