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

AIMS
• To provide each child with the opportunity to be part of a class of children where they will be able to have the best opportunity to learn.
• To form well balanced classes of children in which the social, emotional, academic and physical needs of each child are taken into account.
• To ensure that optimum use is made of prior knowledge that teachers, parents and others have of each child before class placement.

PROCEDURES
• While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process will be employed.
• The process of forming classes will commence in November of the previous year.
• The Principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
• Expressions of interest will be sought by the Principal from staff members to teach each class. Once teaching roles have been decided, staff members, specifically class teachers and the Learning Support Teacher will work collaboratively to create draft classes of students.
• Consideration will be given to gender balance, the previous class, and an appreciation of each child’s ability, the special needs of students, behaviour...
and friendship groups. Both individual needs and a whole school perspective must be considered.

- Early Childhood classes should be smaller wherever possible
- Preferred class compositions are either single year level or dual grade levels.
- The Principal may consider input from parents who have children with particular special needs.
- The Principal, in consultation with teachers, will make any necessary final alterations.
- Under exceptional circumstances, the Principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children, who enrol at the school during the year, will be temporarily allocated to classes with the possible need to alter the placement once further information regarding the child is known.
- Ideally, details relating to the school organisation, composition of classes and the roles of staff members for the coming year will be released to parents during the first two weeks of December.
- Should staffing or the school enrolment number be uncertain or there be a likelihood of variance which will affect class composition, details regarding class placements may not be released until last January.
- Concerns regarding the placement of specific children in classes, the allocation of teachers to classes, or the overall structure of classes must be directed to the Principal.

This policy and associated practices will be reviewed as part of the St Joseph’s Catholic School policy review cycle.

Implemented April 2005; Amended August 2009