

**SCHOOL NO. 1713 – SHEPPARTON EAST**

Policy Statement:     CLASS SELECTION

Responsibility:       Principal and School Council

This Policy was last ratified by School Council in:                     April 2015

**Rationale:**

Selection of classes is an intricate, time-consuming and well-considered process, which aims to best cater for the overall needs of each child. When allocating classes, students academic and social needs are taken into account alongside classroom dynamics and class size.

**Aims:**

- To ensure small class sizes
- To provide a stimulating learning environment which meets students academic and social needs.

**Implementation:**

- This school appreciates that sometimes, because of special circumstances, parents should have input into the grade selection for their child.
- Whether a student remains with a teacher for more than one year is at the discretion of the school.
- Students need to be distributed evenly across classes within the school in accordance with DE&T guidelines.
- Early in fourth term, a two-week period will be allocated for parents to submit a written request for their child's placement for the following year.
- These requests must be in writing, forms to be collected from the office.
- Request must be child-focused and on the basis of a medical, educational or social/emotional need.
- Recommendations from pre-school teachers will be taken into consideration when allocating Prep students.
- Prep teachers will meet with students kinder teachers to obtain further information to be used to inform classroom allocation.
- Late submissions will only be considered in exceptional circumstances
- Prior to grade selection, students will be given the opportunity to list the names of up to four preferred classmates.
- While all requests will be considered, allocation of students to classes will ultimately be at the discretion of staff.

**Evaluation:**

This policy will be reviewed every two years.

The Principal, in consultation with School Council, will be able to vary this Policy if circumstances require it.