

	FRANKSTON PRIMARY SCHOOL Class Formation Policy	Reviewed 2022 Next Review 2025
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Purpose

- To explain to our school community how we manage requests for class placements, for the following school year.

Policy

Grade Structure

- The Principal, following consultation with the school leadership team and staff, will determine the number of classes, class sizes and year levels of each class for the following year.
- Teachers will be asked for their expression of interest for teaching specific grades and specialist areas. The Principal will make the final decision regarding teacher placements.
- Once draft classes are completed, the Principal (or delegate) will make any final alterations as required in consultation with the school leadership team.
- Under exceptional circumstances the Principal may re-organise a class throughout the year.
- Details confirming a child's grade, teacher and room along with whole school class organisation and teacher roles will be released to parents late Term Four.
- Concerns regarding the placement of specific children in classes must be directed to the Principal in writing.
- Frankston Primary School does not re-allocate students to different classes during the school year, unless exceptional circumstances arise. The Principal will make the final decision in regards to the re-allocation of a student to a different class.

Student Placement

- The process of forming classes will commence in October (Term 4) of the previous year.
- Staff members and Teams will work collaboratively, following the school's class formation process and timeline, to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's learning needs, behaviour and friendship groups etc. Individual needs and a whole school perspective will be considered across each class.
- Each student will be given the opportunity to record special friendships, in which class teachers will take into consideration when forming classes for the following year. Frankston Primary School acknowledges that student friendships are important, yet will not be able to accommodate all friendships on a student's list.

Requests for Placement with Certain Teachers

- The Principal will formally seek input from parents via the newsletter. The following statement will be included in the newsletter: *“We believe that every teacher in this school will provide your child with a stimulating and challenging learning environment. Therefore requests for a specific teacher will not be considered during the grade selection process. However, if you have concerns about your child for medical reasons or significant family issues you believe need to be considered, please put these in writing to the Principal”*. The Principal shall advertise within the school newsletter the timeline in which to submit these.
- The above requests must be made in writing to the Principal, outlining the reason as to the request. We will not always be able to accommodate class placement requests, but will endeavour to take parent and carer wishes into consideration where possible.

Requests for Students to Repeat a Year Level

- Our school will follow the Department of Education and Training policy in the Department’s *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.
- We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students will only repeat a year level in exceptional circumstances where Frankston Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents and carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in leadership meeting discussions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

REVIEWED	2022
PRINCIPAL	Renée Kennedy
EVALUATION	This policy will be reviewed as part of the school’s three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.