

	<p>Carlton Gardens Primary School</p> <p><b>CLASSROOM ALLOCATION</b></p>	<p><b>Authorisation</b>  August 2015  <b>Review</b>  2018</p>
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**Purpose:**

A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for student learning and teaching. At Carlton Gardens Primary School, we recognise the professionalism and commitment of all teaching staff in arranging the annual allocation of classes from Prep to Year Six.

**Aim:**

- To provide every child with the opportunity to be part of a class of children that allow them the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

**Implementation:**

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process within the school community will be employed.
- The process of forming classes will commence in October 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 from staff members to teach year levels and specialist areas. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered. Children will submit preferences of students they think they learn well with for the following year.
- Year Prep-2 classes will be smaller whenever possible.
- Preferred class compositions are either single year level or dual grade levels.
- The principal will formally seek input from parents via the newsletter. All parent input must be directed to the Principal and placed in writing. Class placement must not be discussed with classroom teachers. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed, the principal will make any necessary final alterations.
- Only 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 enroll 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.
- Details relating to the school organisation, classes of children, and the roles of teachers

- will be released to parents on the day of orientation day.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

**Evaluation**

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