



BRAEMAR
COLLEGE

CLASS ALLOCATION POLICY

PURPOSE

This policy provides the guidelines for class allocation of students.

SCOPE

This policy is applicable to students, parents and staff at Braemar College

The policy is formulated and reviewed by the Principal and the Leadership Team.

The Principal and the Leadership Team are responsible to ensure the policy is communicated, implemented and adhered to by all members of staff.

RATIONALE

The College's mission is to provide the highest quality education in a supportive, inclusive and caring learning environment, which enables students to become collaborative, independent lifelong learners who contribute responsibly as members of the local and global community in a world of emerging digital literacies.

This policy is designed to support achieving the mission. For this reason, a very detailed system is followed for determining class compositions

IMPLEMENTATION

When allocating students to classes for the commencement of the following school year the following criteria maybe considered by the Year Level Leaders and key staff.

- Behaviour and personality traits
- Academic abilities
- Learning styles
- Relationships/friendships
- Individuals needs
- Parent requests
- Gender balance
- Previous class allocation

PROCESS

Students Year 5 and 7

Academic testing data supports class allocation of students into classes. This aims to achieve balance based on gender and academic ability.

Year Level Leader collates information from other data sources. This could include current school staff suggestions, profile forms completed by parents, enrolment interviews, observation during transition visits and student input.

Students Year 6, 8 and 9.

Year Level Leader collates information from a variety of sources to achieve a balance of academic ability and gender. This could include academic testing and past reports, previous teacher suggestions, parent requests and student input.

Once gathered Year Level Leaders work together to create new classes for the following year.

Finalisation of classes

All classes will be finalised in the last week of Term 4.

The Head of School has the option to move any student, at any time, in order to best support the learning needs of all students.

Parent enquires and Privacy

Whilst parents may enquire how their child was allocated in a particular class, the College is required to maintain the privacy of other students. As above, specific parent requests can be made and are taken into consideration.

If a parent has a request about class placement it needs to be in writing and received by the Year Level Leader the 2nd week of Term 4.

Whilst individual teacher feedback maybe gathered, allocation of students in class is the Year Level Leaders role.

Parent requests are required in writing to the Head of School by the second week of Term 4.

<i>The policy endorsed by the Leadership Team.</i>	October 2015
<i>Next review date</i>	October 2016

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