

Student Class Allocation Policy

At NOVA we believe that educating and developing our children is enhanced when our staff, students and parents coexist in positive collaborative relationships of shared responsibility.

Therefore, we encourage and facilitate active participation by parents in the education of their children and support our staff to foster a culture of teaching excellence. As an integral part of the process of creating positive learning environments, we will strive to achieve the best possible class placement for every child.

Rationale

The purpose of this policy is to provide all members of the school community with information regarding class placement of students, which in turn enhances clarity, transparency and consistency.

Guiding Principles

The staff members of NOVA are committed to nurturing all aspects of every child to their full potential. Foundational to this is the trust that parents hold that the school will do the very best for their children.

Only valid educational reasons will be taken into consideration by the school in decision making following any requests made by parents for the following year's class placement. Parents who present such reasons and translate these into requests should do so on the understanding that the request will be listened to and discussed with the appropriate personnel but not necessarily acted upon in the way requested. Whilst the concerns of parents, based on valid educational reasons, are important, requests based solely on teacher preference will not be considered. Furthermore, no requests are guaranteed.

All communication relating to class placement needs to be in writing and addressed, in the first instance, to the ES or MS Administration Assistant. This will be collated and then passed on to the Principal.

It is not to be assumed that information provided to a school in the past in relation to class placement will be considered in current discussions. Previous requests are not kept on record and need to be communicated yearly, if necessary.

The teachers who form the grade level team, in collaboration with the Learning Support Team (and other key stakeholders, when and where appropriate), will work together to determine classes for the following year.

Placement of children in classes will be made considering the following, where relevant, for both the student and the cohort:

Class size	Academic ability	Gender mix
Peer groups	Sibling divisions	Behavioural needs
Previous grade history	Specific learning needs	Learning combinations
Cultural considerations	Special family circumstances	Social or emotional needs
Personalities	Cohort dynamics	Teacher assignment

The Principal, in conjunction with the school's Leadership Team, will have the final say in the placement of children in classes.

Procedure

- The Class Placement Policy, with accompanying guidelines and procedures, shall be made available to all in the community via the school website. It shall further be referred to in the school Newsletter towards the latter part of Quarter 3.
- Written communication from parents / carers to the child's class teacher needs to be received no later than the last day of Quarter 3. Parents / carers may also meet with the class teacher to discuss such information.
- Such communiqué will be shared with teachers from the current year level team, the school's Learning Support Team and other personnel, as appropriate, when class groups for the following year are being considered. If based on sound educational reasons, this information shall be considered alongside other factors (noted above).
- Class teachers for the following year will be announced as soon as the school is in a position to do so.
- During the last week of Quarter 4, class placement for the following year shall be announced.