



## **EAST WAIKIKI PRIMARY SCHOOL CLASS PLACEMENT POLICY**

### **PURPOSE**

Classes are to be formed in such a way as to best meet the needs of the students within the constraints of the resources provided.

### **RATIONALE**

Individual class placements can have significant effects on a student's attainments and must be based on professional judgments about the student's educational needs, circumstances and interests.

### **PROCESS**

- The Administration Team establishes structure options for the following year based upon anticipated enrolments, historical data and the need for flexibility.
- The Principal advises parents, via the school newsletter, **letter** or email, that student placements are being considered for the following year.
- The staff members, currently teaching particular cohorts, confer regarding placements for the following year taking into consideration the criteria listed below:-

Forming two or more classes from one cohort

- Classes are to be homogenous with respect to academic performance, social development, behaviour and gender balance.
- Social network.
- Special needs such as twins, family situation and parent-teacher issues.
- School Psychologist recommendations.

Forming composite classes

- Academic performance
- Behaviour
- Social development
- Social network
- Previous class placements
- Special needs such as twins, family situation and parent-teacher issues
- School Psychologist recommendations
- Written parent submissions regarding a student's educational needs will be requested in Week 2, Term 4

### **CONCLUSION**

Only in extreme circumstances will modification be made to year level lists after parents are advised of placement.

**Our Class Placement Policy has been designed by our School Council, comprising both parents and staff representatives.**