



Snug Primary School

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1st September 2016

CLASS PLACEMENTS FOR 2017

Dear Families,

Teachers will shortly begin looking at classes for 2017. To ensure that everyone is clear about our class placement process we have developed a class placement policy which has been ratified by our School Association. Please see over for Class Placement Policy.

If you have any contributions based on educational grounds, or information about your child's learning needs that you would like taken into consideration during the class placement process, please make contact with the Principal in the first instance. This may then be followed up with a discussion with a member of senior staff.

Written requests will need to be completed by Friday 23rd September if you would like your request to be considered. Unfortunately due to the complexity of class placements we will not be able to accept requests after this date.

Please note that even if you have had a conversation with your child's class teacher about placement for next year, please still put your request **in writing or email** to the Principal, to ensure that it is fully considered and not overlooked.

Kind regards

Bonnie Jeffrey
Principal



SNUG PRIMARY SCHOOL CLASS CONSIDERATION POLICY

Class Placement allocation of students is a complex task requiring a wide range of factors to be taken into consideration to ensure that all classes are well balanced and best meet the learning needs of our students.

- The class placement process will begin during October. Teaching staff will place students in a class group, taking into consideration:
 - The educational needs of the child
 - The social and emotional needs of the child
 - The balance of student abilities within the class group and
 - The gender balance in each class group

- Parents, if they wish to do so, will be given the opportunity to contribute a request for their child for the following year. This will be done by putting in writing the request and returned to the Principal by hand, mail or email.

The request needs to be received by the school no later than the Friday 23rd September. Due to the complexity of the process any suggestions will be unable to be considered after this date.

A parent consideration will only be taken into account for valid educational grounds, not individual class teacher or friendship preferences. All requests will be treated confidentially by members of senior staff.

Examples of these may be:

- "My child has had the same teacher for two years. May I please request a change for 2017"
- "My child has difficulty learning new concepts in maths and will require extra support"
- "My child and child X have been in the same class for 4 years. While they will continue to have strong friendship, may I request they are in different classes to widen their friendship base?"

Parents may also make an appointment time with the Principal during October to discuss any specific class placement information.

Whilst due consideration is given to each parent contribution, placement cannot be guaranteed or made on this basis alone. If your request is unable to be accommodated you will be contacted by a member of senior staff.

- Students will be asked to nominate 5 friendship requests for the following year with at least one friendship guaranteed. Students will be encouraged but not required to choose friends of all genders.
- After teachers have initially placed students in a class group for the following year, the Principal and senior staff will review class placements in light of any specific parental information. Not all class placement requests can be met and ultimately the final decision rests with the Principal.
- Once class placements are announced during the last week of Term 4, no further changes will be made unless an obvious clerical error has occurred.
- Students will meet with their new class members and new class teacher (if they are currently at the school) during the last week of Term 4 each year.