Complied: 18/10/2024 Endorsed: 13/11/2024

Narrogin Primary School
Independent Public School

CLASS PLACEMENT GUIDELINES

Effective: 18/10/2024

Review: 1/09/2026

Purpose

At Narrogin Primary School classes are formed to ensure the best learning environment for each child to succeed. Our staff are committed to meeting the educational needs of all students and a great deal of thought goes into placing each child. Individual class placements are made using professional judgements and all the available information we have on your child – social, emotional and academic.

Process

WA Public Education schools operate within a one-line budget and are funded through the Student Centred Funding Model (SCFM). When considering class structures the Leadership Team need to effectively plan using projected enrolments in accordance with the WA Education Act's Employee's General Agreement 2024 as well as the funds the school receives based on student enrolments.

Notional class sizes are indicated to ensure student learning needs can be met within a reasonable workload for teachers and schools.

Year Level	Maximum number of students
Kindergarten	20
Pre-Primary	27
Pre-Primary/Year 1 composite class	24
Year 1/ year 2/ Year 3 (including composite classes)	24
Year 3/Year 4 composite class	23
Year 4/ Year 5/ Year 6	32
Year 4 – Year 6 composite class	31

Considerations influencing class structures include:

- Projected number of students in each year level.
- Educational needs of students
- Ratio of boys and girls
- Projected enrolments during the year based on past trends
- Constraints of resources and facilities

Considerations influencing child placements include:

- Academic performance, social development and classroom behaviour
- School psychologist recommendations
- Diagnosed learning difficulties
- Special circumstances: twins, family matters
- Work habits eg, ability to work independently

Narrogin PS uses student class placement software "Class Solver" to support the development of classes. When class lists have been generated, teachers in the current cohort, in collaboration with specialist teachers and the Leadership Team, review and edit class lists if required.

When allocating children to classes we endeavour to foster positive social interaction across a year group, by making socially balanced classes and to help prevent non-constructive relationships. We believe all children are capable of, and should be given the opportunity to make new friendships in new classrooms. Through developing your child's resilience, they can learn to adapt to change, broaden their friendship groups and use and develop skills in working with new peers and teachers.

If your child is having difficulty with a student in his/her class, please inform the teacher or a Deputy Principal so problem solving can take place. This is the aspect of the school experience where students learn to function socially with all kinds of people.

Composite classes

Composite classes (split classes), where there is more than one year level in a class, is a practical response to year level enrolments that do not fit into the maximum class sizes. Eg. There are too many students in one year level to put all the students in one class, but not enough to create two classes of the same year level.

These classes may also be labelled:

- Split classes
- Multi-age grouping
- Mixed class
- Vertical groups

Parents and carers should expect their child/children to be placed in a composite class a number of times throughout their schooling.

Extensive research indicates that it makes no difference to performance whether children are in a straight or a composite class. It is the classroom teacher and their relationship with children in the class that play a pivotal role and is significant in the development of children.

New enrolments

New enrolments to Narrogin Primary School after the beginning of the school year will be placed into classrooms at the discretion of the Leadership Team.

Parent Requests

Parents are able to inform the school of any special circumstances that they believe need to be considered when placing their child in a class. This will be referenced along with other information and the professional judgement of the classroom teacher.

Parents may write to "The Principal PRIVATE & CONFIDENTIAL", outlining in detail the important and relevant information they believe should be considered in the placement of their child or children for the following year. Correspondence that will be accepted for consideration during the school decision making must be based on valid educational reasons. The school reserves the right to determine valid educational reasons. These may include:

- Issues relating to learning disabilities or difficulties
- Issues relating to medical need or physical impairment
- Emotional issues which dramatically impact the learning environment
- Placement of multiples (twins or triplets)
- Placement for reasons related to individual family matters

It is important to know that parent requests cannot be made or will not be considered for:

- A specific teacher, by name or gender
- A student not to be placed in a composite class
- A student to be place in a class with only one teacher

It is not to be assumed that information provided to the school in previous years in relation to class placement will be considered in current discussions.

This letter is to be received by the close of business the Friday of Term 4 Week 4, delivered to the Administration building or via email to narrogin.ps@education.wa.edu.au . Parent requests that are made in any other manner or received after this date will not be considered as a placement factor. Please note our school cannot guarantee that parent requests can be met.

Parent Notification of Class Placement

Parents will be notified of the placement of their child/children for the following school year via an individual email, letter or text message.

Class placements are subject to change after this notification due to additional and /or unexpected enrolments or the availability of staff.

Parents of children in Kindergarten will be informed which group and which days their child will be attending during Term 4. This aims to be at the transition to kindergarten sessions, the year prior to starting Kindergarten.

The final decision on class placements rests with the Principal. Class placements are considered final.

Parents play a significant role by being as positive and encouraging as possible to their children in the process. If you have any questions, please feel free to contact one of Leadership team or your child's teacher.