

CLASS ALLOCATION POLICY 2018

Class Allocation Policy

St. Michael's College considers the allocation of students to classes in each year level to be a very important process. For this reason, a very clear and detailed system adhered to for determining class composition and the allocation of academic staff. The College believes that such a system will enhance the educational environment for all students.

Aims

When devising class lists, the following aims are integral at St. Michael's College:

Balancing of classes in the year level of:

- Gender.
- Academic abilities.
- Behavioural traits.
- Learning styles.
- Age of the student.
- Class size.

College staff will also consider:

- Social/emotional needs.
- Teaching styles.
- Student interests.
- Personal/family background (if applicable).

It is not the intention of this policy to:

- Move a whole class group up from one year to the next, where all of the students in the class stay as the same cohort of students for the class in the next year level.
- Place all new students in one class – these student will be allocated amongst the classes of that year level.
- Weight the classes unevenly, except where appropriate to curriculum initiatives or programs of the College.

College staff may also use their professional judgement, to:

- Keep certain students together because of social/emotional concerns.
- Separate certain students owing to the negative implications of them being placed in the same class.
- Place certain students into a class where the child and teacher have similar academic interests.
- Place certain students into a class where the child and teacher have similar learning/teaching styles.

Class Allocation Process

At the end of Term 3 or the beginning of Term 4, the Principal or Deputy Principal will ask the staff to consider the allocation of students for the following year.

College staff will follow the following process when allocating students to classes:

- The Principal or Deputy Principal will remind College staff of the aims and procedures when developing the class lists as outlined in this policy.
- Teaching staff collaboratively allocate all students in their year onto a St. Michael's College Class Construction Spreadsheet in accordance with the aims of this policy.
- Teaching staff present the suggested class lists to the Principal or Deputy Principal.
- The Principal or Deputy Principal will meet with the Dean of Pastoral Care and the Learning Support staff to discuss the suggested class lists.
- The final confirmation of class lists is made by the Principal or Deputy Principal.
- Class allocations will be finalised prior to Promotions Morning (which is held in the final week of Term 4).

NOTE: Staff are not to discuss the suggested class lists with the parents.



Promotions Morning

The Promotions Morning process will involve:

- The current class teacher informs students of their teacher for the following year.
- The students then move to the new class teacher's classroom for their promotions morning.
- The new class teacher provides a class letter welcoming the new student for the following year.
- The student takes a letter of introduction home to their parents.

Prep Orientation Morning (week 8 Term 4) will involve:

- Parents are informed of their student's class teacher and are sent home a letter of introduction for them to share with their child.
- Parents drop off their child at the designated area where the students will be taken for their Prep promotions morning.
- Parents are invited to attend Prep Promotions morning in the PAC whilst their child attends.
- Parents pick up their child after the Prep Promotions morning concludes.

Parent Input

There will be occasions when parents would like to provide some information to the Principal that they would like to be taken into account as class lists are decided.

Please note that requests for a specific teacher cannot be accommodated. The College will create balanced classes according to the educational and social information we have about the students, and cannot involve parents in making specific teacher requests in this process.

Parents who have information that they consider to be relevant to the compiling of class lists must put this forward in writing to the Principal prior to the end of Week 4 of Term 4. This may be information that parents believe to be educationally or socially relevant for their child, and comments should be constructive and informative. Information of this type should not be discussed with class teachers.

Changes to Class Placements

Owing to the careful process for devising the class lists, once class lists are decided, it is not usual for any alterations or changes to be made to these class lists. On Promotions Day, students spend the morning in their classroom for the following year, with their new teacher and their new classmates. Students will bring home a letter for their family with their Teacher and Educational Assistants names.

Only on very special circumstances and after consideration from the various interviews, the Principal or Deputy Principal may make an amendment if deemed appropriate. If this is to occur, the child's well-being as evaluated by the College will be the central factor for the decision

Principal's Discretion

The Principal has the discretion to make any changes to the class allocations, at any time during the year, which are believed to be in the best interest of the student and the College.

Policy Release Details

Date of Policy:	Sep 2018	Supersedes:	Previous
Authorised by:	Principal	Date of Authorisation:	Sep 2018
Review Date:	Annually	Next Review Date:	Sep 2019
Policy Owner:	St. Michael's College.		