



Revised by School Board 21 May 2013

Policy for

ALLOCATION OF STUDENTS TO CLASSES

Preamble:

This policy supports the annual process of allocation of students to classes in an effort to be inclusive of all students, transparent, respectful and dignified, and with the specific goal of helping students to be positive about their learning environment for the following year.

It is in everyone's best interest to, where possible, assemble classes which are balanced in age, gender and ability.

To that end, the following class allocation process will be followed in the belief that families expect that in the safety of the classroom, their students can learn resilience through finding themselves in new and supportive environments, and meeting new teachers and peer students each year as they change classes.

Parents are encouraged to support their children by confirming the benefits of making new friends and meeting new people with the goal of building resilient young people. Every class comprises a variety of parents, families and children and all are equally valued, just as all staff in our school are equally valued.

This process is based on our Mission Statement.

Mission Statement

Our Lady of Mount Carmel Catholic School is an inclusive and compassionate community where the partnership of parents and school supported by our parish communities is committed to growing and nurturing our young people in faith and learning that is life-long and life-giving.

Allocation Process - Procedures for Administration, teachers and parents

Step One: Parent Input

- Parents will be invited through the newsletter to write/email to the principal by a given date about any needs or situations (personal or behavioural) which may impact on their child's class placement. The Principal will give due to consideration to all requests but it is important to appreciate that no guarantees can be given for requests to be fulfilled. Decisions will be made in accordance with the following steps.

Step Two: Collation of Class Lists

Teaching and Administration staff at Our Lady of Mt Carmel will work together to:

- Prepare a list of individual students in the class identifying learning styles, talents, strengths and any specific needs.
- Consult with specialist teachers, learning support teacher, guidance counsellor and Administration staff as regards any considerations for additional support for learning for students.
- Where appropriate be aware of previous/current discussions with parents regarding student's needs.
- Identify small groups of peers with whom students may benefit from sharing, or not sharing, a class
- Contact parents about special placement needs, e.g. twins
- Consult with other school personnel or parents where appropriate
- Meet with year level colleagues and Administration members to place students in balanced class groups for the following year.

Step Three: Publication of class details

- The class placement letters will go home with student reports in the last week of school.
- Where possible all students will have an opportunity to meet their teacher and the other children in their new class during the last week of school.

No changes will be made to class lists after this time.