**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.

**Core Values:** Respect; Dignity; Tolerance; Resilience

**Beliefs**

Each class is a community of faith and education.

Each class is a community of learners where students are nurtured, challenged and respected.

Each class includes a variety of learners and learning styles.

Each class is a community where home and school partnerships are developed and fostered to be mutually beneficial and mutually respected.

All teachers are different – with different personalities, different gifts and talents and different teaching styles.

Years five and six will continue to be three multi-age groups in 2007.

**Step one: Procedures for current class teachers and parents**

Class teachers will

- prepare a list of individual students in the class identifying learning styles, talents, strengths any specific needs.
- consult with specialist teachers, learning support teacher, guidance counsellor or APA as regards any considerations for additional support for learning for students.
- be aware of previous/current discussions with parents regarding student’s needs.
- Identify small groups of peers with whom students would like to share a class
- Contact parents about special placement needs, e.g. twins

Parents will
- be asked to write to the principal by a given date about any needs or situations (personal or behavioural) which may impact on their child’s placement
- speak positively about new teachers and new friends

**Step two: for classroom teachers and other staff**
Class teachers will
- meet with year level colleagues and principal or APA to place students in balanced class groups for the following year.
- take into consideration all of the above.
- consult with other school personnel or parents where appropriate.

**Step three: for teachers and students**
Timing:
- students will know the name of and meet with their new teacher/s before the end of the year where possible (teachers new to the school may not be available)
- During the last week of school the current class teacher will tell children in the class their teachers for next year
- all students will have an opportunity to meet their teacher and the other children in their new class during the last week of school.
- The class placement letter will go home with student reports in the last week of school.

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

**Actions:**

**Steps for teachers**

**Steps for parents**