



Approved by School Board 26 April 2018

## Policy for ALLOCATION OF STUDENTS TO CLASSES

### Mission

*Our mission is to be an inclusive and compassionate community, where children are educated in faith, life and learning. By prayer and action, we follow Christ.*

### Vision

*As a community of faith, Our Lady of Mt Carmel School inspires students to be lifelong, independent learners so that they may take their place as purposeful people with the courage, wisdom and will to shape and enrich our world.*

**Values: Respect...Compassion...Service...Love...**

### **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 that are balanced in age, gender and ability.

To that end, the following class allocation process is consistent 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 whom are all equally valued, just as all staff in our school are equally valued.

This process is based on Our Lady of Mt Carmel's mission and vision statements and values.

### **Allocation Process - Procedures for Administration, teachers and parents**

#### **Step One: Parent Input**

Parental input into class allocation is optional. Parents will be invited to submit to the principal by a given date about any specific needs or situations (personal or behavioural) which may affect their child's class placement.

In making requests, parents are asked to bear in mind the goals of our class allocation policy and our mission statement as outlined above. In particular, parents are asked to keep in mind our stated aim to create an inclusive and compassionate community. This includes being tolerant of the diversity of our student body and empathetic to the needs of both your own child and others. Parents are asked to please keep any requests respectful and constructive ensuring appropriate communication standards are adhered.

It is expected that all requests will be forwarded and processed in a confidential manner respecting the privacy of all members of our community.

The Principal will give due consideration to all requests. **It is very important to appreciate that no guarantees can be given for requests to be fulfilled.**

It is also important to appreciate that it is our belief that our teaching staff are in the best position to determine class allocations given their day-to-day interactions with students in the classroom environment.

### **Step Two: Collation of Class Lists**

Teaching and administration staff at Our Lady of Mt Carmel will work together to place students in balanced class groups for the following year.

Teaching and administration staff will:

- Prepare a list of individual students in the class identifying learning styles, talents, strengths and any specific needs.
- Identify small groups of peers with whom students may benefit from sharing, or not sharing, a class.
- 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.
- Contact parents about special placement needs, e.g. twins, as deemed necessary.
- Consult with parents where appropriate.

Please note that no assurances are given that a member of administration staff will contact parents to discuss particular requests. Contact will only be made with parents if administration staff deems it necessary to clarify any issue related to decisions affecting the class allocation process.

### **Step Three: Publication of class details**

Notification of class placement will occur in tandem with the delivery of semester 2 student reports in the last week of the school year.

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 the school year.

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