



Class Placement

Policy 2024

RATIONALE:

To foster a culture of positive learning environments and meet the needs of all students and staff members at Baden Powell College while adhering to Department of Education requirements.

PURPOSE:

The policy aims to:

- Ensure balanced classes and class sizes within Department of Education (VGSA) ratios.
- Facilitate the placement of teachers into collaborative Professional Learning Teams (Year Levels) to enhance teaching effectiveness and student outcomes.

POLICY:

Student Class Placement Process:

1) In late Term 3 of each year, the college community will be informed in a whole college communication that 'class placement requests' are open for the following year and need to be directed to the College Principal before the end of Term 3. These written requests will need to outline the families social emotional/academic concerns/requests for their students for the following year.

2) In early Term 4, classroom teachers, with the assistance of the leadership team, will develop class lists for the following year. Teachers will consider academic, social, emotional and behaviour data to ensure the lists are as balanced as possible.

3) The College Principal Class Team allocates teachers to each class list and consider 'class placement requests' from families. These requests cannot be guaranteed however the team will make changes where possible based on these requests.

4) After the completion of the state-wide 'Step Up/Transition Day', classroom teachers will have the opportunity to give feedback based on how the list of students worked together and the College Principal Class Team, along with the Wellbeing Team, will review the class lists to ensure balance across each cohort year level.

Student Class Placement (mid-year) Process:

If a student is enrolled during the school year, the enrolment officer will look at the number in each class across the cohort and together with a member of the leadership team make a judgment as to which class to place the new student.

Teacher Class Placement Process:

In late Term 3, teachers will be sent a 'Year Level Preference Form' where they will be asked to nominate a 1st, 2nd and 3rd preference based on the year level/subject area that would like to teach in the following year. The College Principal Class Team allocates teachers to year levels, classes and campuses based on experience and considering their individual preferences. Consideration also goes into balancing the experience of staff and personalities to support collaboration. A teacher's 1st preference cannot always be guaranteed; however the team will do their best to work within staff member requests.

COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Hard copy available from school administration upon request

EVALUATION:

This policy to be reviewed as part of the college's three-year review cycle.

This policy was approved by the principal in....

May 2024