



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9719 7202.

PURPOSE

The purpose of this policy is to:

- provide a clearly defined, collaborative process for the placement of children into classes that will lead to greater efficiency, increased understanding and improved opportunities for learning.
- explain to our school community how we manage requests for class placements, for the following school year.

AIMS

- To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

POLICY

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the principal, a collaborative process with the school community will be employed.
- The process of forming classes will commence in November of the previous year.
- The principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Expressions of interest will be sought from staff members to teach each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Numbers in Prep-Year 2 classes should be kept at a minimum.
- Preferred class compositions are either single year level or dual grade levels.
- Once draft classes are completed, the principal will make any necessary final alterations.
- Under exceptional circumstances the principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents in the final week of Term 4.



Panton Hill Primary School Class Formation Policy

- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the principal.
- **All parent input must be directed to the principal in writing by a pre-determined date each year that will be communicated via the school newsletter.**
- If practicable, the principal will inform staff of parent input prior to the formation of classes.

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Acting Principal after consultation with School Council
Next scheduled review date	September 2029