



WOODVALE
PRIMARY SCHOOL

Class Placement Policy

Woodvale Primary school creates its class structure based upon the professional judgements of staff with the aim of creating the best learning environment for each student.

Process

The school leadership team establishes class structures and staffing allocations for the following year based upon anticipated enrolments in accordance with the School Education Act Employee's General Agreement. Once class structures have been finalised, generally mid Term 4, teachers meet to establish class lists for the following year.

Factors that teachers take into consideration when allocating students to classes include:

- The ratio of boys to girls.
- The best educational and emotional needs of each student.
- Creating classes that are balanced with respect to academic performance, social development and classroom behaviour.
- Special circumstances such as twins or individual family matters.
- Constraints of resources or facilities.

Should there be a need to form a composite class, the teaching staff from the previous year and the leadership team will decide the placement of individual students. As well as the above, the following will be taken into consideration when forming split classes.

- Work habits such as the ability to work independently
- Social maturity
- Academic performance
- Previous class placements

Parents may be consulted regarding class placement if deemed necessary by the teacher or principal. The Principal makes the final decision on individual placement of students.

Class lists will be displayed in the undercover area from 2pm on Thursday of the last week of Term 4 and posted to Connect.

If parents have a specific class placement request, this must be placed in writing, to the Principal melanie.langley@education.edu.au by Week 4 of Term 4.

Requests must cite only educational reasons, whether it be academic or social/emotional.

Appendix 1

Schools General Agreement 2019 and Award 1993

12: CLASS SIZE

12.1 It is recognised class sizes have implications on teacher workloads and schools will prioritise class sizes in school planning and staff deployment.

12.2 Schools are to plan not to exceed class sizes as per Table A General Class Sizes, but, where it can be achieved within available school resources, schools are to attempt to reduce class sizes in line with Table B - Notional Class Size Target.

Year	TABLE A General Class Sizes	TABLE B Notional Class;Size Target
K	20	20
P	25 (non-purpose built centres)	23 (non-purpose built centres)
P	27 (purpose built centres)	25 (purpose built centres)
K/P	20-27**	20-25 **
K/P/1	20 at anv one time	20 at any one time
1-3	24 [∞]	24 [∞]
4-6	32	30
Mixed Years (Applies to Yr 4-6)	31	29
7-10	32	29
11-12	25	25
Practical#	16 - 22	16 - 22

** It is recommended that in a K/P 20-27 class, there are no more than 20 students in a class at any one time.

[∞] It is recommended that in a 3/4 class, there are no more than 23 students in a class at any one time.

A practical class is one where issues of safety and workspace are critical to meeting duty of care and is determined by the Principal.

12.3 Schools will seek to keep class sizes at or below those in Table A. It is recognised, however, that school and student needs may require variation from these class sizes, provided that:

- (a) The Principal, in consultation with the teacher/s affected, considers the provision of additional support to ensure workloads are distributed as equitably as possible;
- b) Teacher(s) requested to accept a class size greater than those referred to in Table A can utilise the grievance procedures if they feel aggrieved by any proposed variation; and
- c) Implementation of (a) and (b) is to be within available physical and human resources.

12.4 When planning class sizes, each school must manage its class sizes within its own school-based resources.

12.5 Where schools have been able to form class sizes consistently lower than the sizes identified in clause 12.2 these schools will attempt to maintain, during the life of the Agreement, the reduced levels by continuing to apply available school resources to that effect.

12.6 The annual audit report on class sizes will be provided to EREC for information and consideration.