



# St Gregory's Primary School

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## Class Allocation Policy

Creating class groupings is a collaborative process involving class teachers, specialist staff and the school leadership team.

### Implementation and Procedures

St Gregory's consists of grade levels consisting of 3 and 4 streams. Each year class combinations are changed.

When creating class lists for the following year the following factors are taken into consideration:

- Gender
- Special needs
- Learning styles
- Cognitive ability
- Behaviour
- Medical needs
- Religion (ensuring a balance particularly in Sacramental class grades)
- Common names

Parental requests based on educational concerns will be considered.

The following will guide the school's placement of students in class groups:

- Every child will be placed in the best grouping to enhance learning and social development
- Parents who wish to discuss particular concerns regarding class placement should make an appointment to meet with the principal. All meetings must be held by Friday of Week 4 Term 4. (2017 Date 3<sup>rd</sup> November 2017)
- Concerns raised by parents will be considered during the process however no definite guarantees can be given.
- Class teachers will create class groupings using an online program called Class Creator. Class Creator creates an algorithm using data from surveys and teacher input to create classes balanced by gender, class size, behaviour, academics, special education, ESL and social dynamics.
- The Principal amends and confirms the lists with classroom support teacher and leadership team.
- The lists are then checked by class teachers. The lists are then confirmed.
- Students are advised of their class and teacher during the Step Up session held in the last week of Term 4.
- Students will be given a letter of introduction from their teacher at Step Up. Letters will be posted to any students not at school.
- Throughout the process the Principal reserves the right to make final professional decisions regarding placement of students.