



## **CLASSROOM PLACEMENT GUIDELINE**

### **Purpose Of This Guideline**

Classroom placement at Francis Jordan Catholic School is a process that takes staff many hours of careful thought and consideration. Placement is determined by the student's current teacher and grade level team of teachers. Newly enrolled students are added to the classes as they register, with classroom decisions based on whatever information is available from referring schools and parents and the need to balance class composition. Where students enroll after classes have been established, the Principal is responsible for placing students in the appropriate class.

### **The Criteria Used For The Placement Of Students**

When making classroom placements we always consider the individual child while recognizing that each child is also part of a complex equation. The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet academic, social and emotional needs of every student. We ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. Staff prepare draft class lists, that are presented to the Principal, taking into consideration the following factors when placing students. These variables include, but are not limited to:

- Gender ratios
- Learning abilities / Academic performance
- Special abilities and needs
- Social / Emotional needs
- Social and physical maturity
- Behaviour
- Levels of academic progress and student needs
- Degrees of self-directness and independence

- Needs of children for whom English is a second language or children from non-English-speaking backgrounds
- Information supplied by parents and/or relevant support personnel
- Previous class placements
- Class size as it relates to Catholic Education and WA Education guidelines

### **Other Relevant Information**

Requests for specific teachers are discouraged, since it would be highly unlikely that the staff could successfully build the most productive, balanced class groups on the basis of parent requests (rather than the criteria previously outlined).

In consideration with staff, final lists are established and teachers allocated to classes. The ultimate decision for student and teacher placement rests with the Principal.

Parents will be informed as to class placements via SEQTA in the week proceeding the school year. This will come in the form of an email stating that child's class and class teacher. No full class lists will be published.

### **Frequently Asked Questions**

#### **Should I request a particular teacher for my child?**

We respectfully ask that parents not ask for a particular teacher for their child. There are far too many interrelated factors to be considered when constructing a classroom as a whole to be able to accommodate specific teacher requests. Doing so is also very awkward for the teacher and it is very difficult to successfully build the most productive, balanced class groups on the basis of parent requests. The teachers spend many hours thinking about the best learning environment for all students and we ask that you trust our process.

Should you have a concern about a social / emotional concern, please contact the Principal who will take this into consideration before finalising the lists.

#### **I would like my child's best friend placed with them in their classroom. Is this a request I can make?**

Classroom teachers spend an enormous amount of time observing interactions between students. They have the expertise to make decisions about placement of children for social reasons. Due to the criteria outlined above, specific requests won't be considered. Furthermore, we find that children placed with their best

friend often work and play exclusively with each other, and this does not promote the diverse social interactions we try to foster at Francis Jordan Catholic School.

If my child is having difficulty getting along with a student, can I request that they not be placed together?

If your child is having repeated difficulty with a student in his/her class, you will need to inform the teacher and the Principal so problem solving can take place. Part of the school experience is to learn to function socially with all kinds of people, to prepare children for that reality in life. However, our placement process works hard at separating the most nonconstructive relationships, as best we can.

If my child is upset about their placement how do I best support them as a parent? We understand that occasionally children are upset with their class placement. It is not uncommon for individuals to hear that a certain teacher is the best to have or to feel that one teacher has a reputation for being too strict. Often, these “reputations” are what leads to the child’s feelings. It is critically important for you to know that students’ attitudes towards their teachers and school are highly influenced by the attitudes and strategies of their parents. You can provide your child with a successful beginning of the year experience by responding to their classroom placement with positive enthusiasm. Through confidence in our children’s ability to deal with change and parent’s cooperation and trust, we can all work together to enhance personal development and provide a positive school climate for all.

Can my child change classes once the placements have been finalized?

Changes to class placement will only be made in exceptional circumstances where staff and/or parents provide relevant information that was not available prior to the process. Requests for class changes must be made in writing to the Principal. Ultimate responsibility for class placement of students rests with the Principal; however, this is rarely done.