



Class Allocation Policy

VISION STATEMENT

Dominican School in partnership with families, is a community which creates opportunities for encountering life to the full – in all its personal, religious, ecological, and cultural richness. Dominican School is a welcoming Christ-centred community bound by the Dominican Charism – VERITAS.

RATIONALE

Dominican School has a procedure in place for allocating students into classes each year. The construction of class groupings is a collaborative process which may involve students, parents, class teachers, specialist staff and the Leadership Team. Every care will be taken to ensure that each child is placed in the best environment to enhance their learning and social development.

AIM

The Class Allocation Policy aims to ensure there is a fair and just process in allocating students to classes for the upcoming year.

This procedure aims to:

1. Ensure an equitable outcome for all students
2. Provide a clear framework to be applied by the teachers and the School Leadership Team when determining class placements for students
3. Provide parents and carers with information on the procedure and opportunities for their input to the process.



Class Allocation Procedure

The following procedures apply when allocating students to class groups for the following year:

1. Individual class placements will be decided by the School Leadership Team in conjunction with the classroom teachers, based on their professional judgement and with consideration of the following factors:
 - Professional judgement will be informed, in part, by information provided by parents and carers (See 2 below)
 - Special educational needs of the child
 - Overall academic abilities in the class
 - Overall social and emotional needs and abilities in the class
 - Gender balance
 - Class placements in previous years
 - Classroom observations
2. Parents and carers may provide the School Principal with specific information about their child's learning or social needs that they believe the school may not be aware of. Such information would not include a request for a particular teacher. This information will be referenced, along with other available information, during the class placement process. The Leadership Team will manage this process in consultation with parents and class teachers. It must be clearly understood that no definite guarantees can be given regarding parental concerns.
3. Class placements for the year ahead will be communicated to the students in the last week of the current school year. This practice means that:
 - Students will know the name of their teacher for the following year
 - Students will know which other students will be in their class
 - Students will have an opportunity to meet their new class teacher- new students to the school the following year are invited to attend
 - Parents and carers will have time to talk positively to their children about the class experiences they may have the following year

Throughout this process the Principal, after appropriate consultation, reserves the right to make the final decision regarding class placement and students will not be moved into another class after final class placements have been made.

PARENT & CARER COMMITMENT

Parents and carers commit to supporting the school's Class Placement Policy & Procedure by:

- (a) Supporting and accepting decisions made by the School
- (b) Being positive with their child about the class placement decision that has been made

SCHOOL COMMITMENT

The School commits to supporting the Class Placement Policy by:

- (a) Using informed professional judgement when deciding class placements
- (b) Considering all available information, including that received from parents and caregivers

DATE FOR REVIEW

Implemented	September 2023
Ratified by School Board	September 2023
Last Reviewed	September 2023
Next Review	September 2026