



# WILLIAMS PRIMARY SCHOOL

## CLASS PLACEMENT GUIDELINES

### Our Vision

*Williams Primary School uses proven methodology to promote excellence in a nurturing culture, preparing students socially and academically for an evolving world.*



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## *Class Placement Guidelines*

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### **Purpose**

Williams Primary School has a process in place for allocating students into classes each year. The procedure ensures that the professional judgement of teaching staff, classroom support staff and administrators is informed, and that all available information is applied to the placement process. The best interests of children are paramount to the decision making by the school during this complex process.

*Classes are formed to provide the best possible learning environment for all students within Department of Education Guidelines and our Student Funding Allocation.*

### **Process**



The Administration Team determines structure options for the following year based upon anticipated enrolments, enrolment trends and the need for flexibility.



Staff members in each Year level meet to determine the placement of their current students for the following year, taking into consideration the criteria below.

- Student's social development and classroom behaviour
- Special education needs of a student
- Gender balance
- School psychologist's recommendations
- Friendships/Siblings- classes will be set to provide opportunity for students to broaden their friendship groups
- Class placements in previous years
- Constraints of resources or facilities



Class lists will be formed and then reviewed by all classroom staff



Class lists are then submitted to the Administration Team for further review.

- Composite classes are the professional judgement of the Principal, Administration Team and Classroom staff. A collaborative approach will be taken to decide the final placement of individual students. The final decision remains with the Principal.
- Class lists will be sent to all families via Seesaw on the last day for students in the current year.

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## *Frequently Asked Questions*

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### ***Why is class placement in the hands of teaching and classroom staff?***

As professional educators we strive to make the right choices taking into account all information we have to hand. While it is certainly true that parents know their own child best, when a parent requests a specific placement for their child, they do not have access to relevant school information. Teachers, on the other hand, have information both academic and social about all children in a particular year level. They use this information to make informed decisions for all students.

### ***Why does the school have some composite grade classes instead of having all straight year level classes?***

As Williams Primary School has relatively small enrolment numbers combined classes will occur. This practice is well supported by research and our understanding of how children learn. The distribution of year groups may change each year which will affect composition of each class.

### ***Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?***

All Parent requests must be in writing and be directed to the Administration. All written requests will be given consideration but will not necessarily be accommodated.

### ***Can I request my child is placed with another child or can I request my child is not placed with a particular child?***

While some parents make a friendship request, the decision is complex. Sometimes a request may be received from one family to place their children together, while the second family requests the same child be placed in separate classes. The final decision on placement rests with the principal.

Often children placed with best friends will work and play exclusively with each other, and this does not promote the social interaction we try to foster. When allocating children to classes, we endeavour to foster positive social interaction across a year group, by making socially balanced classes.

### ***Do teachers request certain student placements into their classes?***

No. Teachers maintain a focus on class balance and student needs to ensure a successful year for all students in all classes.

### ***When I get my child's class placement, can I request that it be changed?***

Class placements are considered final. Parents may talk with the Deputy Principal or Principal about your concerns and be assured that those concerns will be shared with the teacher so your child's anxieties will be addressed. Teachers are expected to have the skills to help children adjust. Changes to placements are rare due to the fact they often cause a chain reaction and impact on the


class balance, which in turn is unfair to other students within the group. While we feel we consider the individual child during the placement process, parents must realise their child is part of a complex equation in school placements.

***What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?***

If your child is having difficulty please inform and discuss this with the classroom teacher, so problem solving can take place. We will do everything we can to resolve the issue, so the child's needs can be addressed. However, this can be an aspect of the school experience where students learn to function effectively in all situations.

***Finally, all information about children is valued and heard. Teachers aim to construct the smoothest transitions possible for the students. Parents can help by being as positive and encouraging as possible to their children in this process.***

***If you have any more questions, please feel to contact one of the Administration Team or your child's teacher.***



***Williams Primary School***  
16 Rosselloty Street  
Williams WA 6391  
Phone: 9885 2200