St. Gabriel’s Primary School
Selection of Grades Policy

Rationale:
Children’s learning is enhanced when staff skills are optimised and classes are arranged with recognition of student’s varying abilities and behaviours.

Aims:
- To provide each student with the opportunity to be part of a class in which everyone’s learning is optimised
- To form well balanced classes of students that take into account the social, emotional, academic and spiritual needs and characteristics of each person
- To ensure optimum use is made of factors known by teachers, parents and other personnel in developing class groupings

Implementation:
- Expressions of interest will be sought from staff members to determine classes for which they would like to be considered via the Annual Review Meetings.
- In order to inform enrolment numbers, a request to notify the Principal of any known departures will be placed in the school newsletter from mid-term 3.
- The Principal will formally seek input regarding factors to be considered in relation to the placement of students via a newsletter mid-term 3.
- All parent factors to be considered must be directed to the Principal and placed in writing by the end of Term 3. The factors to be considered must be based on individual student needs and not requests for preferred teachers. This written note indicating factors for consideration will help inform the process – it does not guarantee student placements.
- Letters from parents received after the end of Term 3 will not be considered.
- Letters from parents will be considered for the following year only.
- The Principal will inform relevant staff of parent input prior to formation of classes.
- Under exceptional circumstances, the Principal may reorganise classes throughout the year.
- After considering the educational philosophies of the school, year group student numbers and the effective balance of social, emotional, academic and physical needs of students, the Principal, in consultation with the Leadership Team, Consultative Committee and all other teaching staff, will determine the number of classes, the structure of class groupings and class sizes for the following year. Decisions about class structure will be based upon the student enrolment numbers ensuring that use of available rooms and staff is maximised. These decisions will align with the Catholic Education Commission of Victoria award agreements and the staffing allocation and funding arrangements as provided by the Catholic Education Office.
- Student placement in classes will be formed on the basis of providing a balance between the ability of children, their social and emotional needs, gender, previous class and friendship groupings and any other known factors that may impact on the class grouping. Individual needs and a whole school perspective must be considered.
- The allocation of students and class compositions are ultimately the responsibility of the Principal and staff.
- Staff members will not disclose the proposed class structure prior to any formal announcements.
- Staff members will not disclose student placements in classes prior to any formal announcements.
- Children who enrol at the school during the school year will be temporarily allocated to a class, with the possible need to alter the placement once further information regarding the student is known.

Evaluation:
- This policy will be reviewed as part of the school’s four year review process.

Review year: 2020