



# Class Formation

## POLICY

### Purpose

To explain to our school community the process for composing classes for the following school year.

Allocation of students to classes is ultimately the responsibility of the Principal Class team, in collaboration with staff. We aim to develop well balanced classes, considering student's social, academic and behavioural needs. We support students in understanding that working with different and diverse people is a natural part of life that will encourage them to build resilience and thrive.

Formation of classes will be in accordance with Department of Education (DET) guidelines.

### Guidelines

#### ***Process for developing class placement***

The Principal Class team, along with the Consultative Committee, will determine the number of classes for the following year, class sizes and the year level compositions. Class sizes will follow the DET guidelines and emphasis will be given to creating classes that value diversity and inclusion. The process of forming classes will commence at the start of Term 4 each year. We encourage student voice by consulting with them in this process, empowering them to identify peers that they learn well with. We support students in understanding that working with different and diverse people is a natural part of life that will encourage them to build resilience and thrive. In collaboration with their teacher, students will nominate a short list of best learning partners for the following year. Where possible, students will be placed with at least one of the peers they nominate. Staff will be required to work collaboratively to create class lists of students. This process will be overseen by the Principal Class team. Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents and carers prior to the end of term 4. Staff members will not disclose the composition of proposed classes prior to any formal announcements. Following finalised class placements, current and future teachers will engage in a comprehensive handover of student information.

#### ***Alternation of classes throughout the year***

We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. This decision is at the discretion of the Principal. Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.

#### ***Parent/carer requests for class placement***

Requests for students to be placed with or without particular peers, extended family members or teachers will generally not be accommodated. While we encourage regular communication with classroom teachers, class placement requests will only be considered if made in writing

to the Principal Class team via the school email address karoo.ps@education.vic.gov.au by a date nominated by the Principal. Requests must be restated each year. A reminder for parent/carer requests will be communicated via Compass or the newsletter. If parents/carers have concerns regarding their child's social and emotional needs in regards to class placement, an appointment to discuss these must be made with the Principal Class team as soon as possible.

### ***Requests for students to repeat a year level***

Our school will follow the Department of Education policy in the School Policy and Advisory Guide on Year Level Movement. We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Karoo Primary considers it is required for the long-term benefit of the student considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

### **Evaluation**

This policy will be reviewed as part of the school's three-year/annual review cycle

### **References**

Duty of Care Policy

Student Supervision Policy

Student Wellbeing and Engagement Policy

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	Sept 2025
Approved by	Principal
Next scheduled review date	Sept 2029