



2025 BPS Class Placement Policy

RATIONALE

Booragoon Primary School creates its class structure based on the professional judgement of staff, considering the students' academic, social and emotional needs. Impacting the number and composition of classrooms is a range of factors inclusive of enrolments, local boundaries and industrial requirements surrounding class sizes.

SCHOOL COMMITMENT

BPS staff commit to supporting these BPS Class Placement Guidelines by:

- Using informed professional judgement when deciding class placements; and
- Considering all available information to assist the process.

PARENT & CARER COMMITMENT

Parents and carers commit to supporting the BPS Class Placement Guidelines by:

- Supporting and accepting the school's professional decisions; and
- Being positive with their child about the class placement decision that has been made.

GUIDELINES

Factors influencing class structure are:

- industrial guidelines around class sizes
- the projected number of students in each year level
- the ratio of gender
- projected enrolments during the year based on past trends
- the number of teachers employed at the school
- the constraints of resources and facilities

Factors which are considered in the placement of students include:

- academic performance
- work habits e.g. ability to work independently
- behaviour
- gender
- social network and social maturity
- special considerations e.g. twins, siblings, medical or special needs factors

SCHOOL PLACEMENT PROCESS

1. The Executive Team determines class structure options for the following year based on anticipated enrolments, trends, and the need for flexibility.
2. Parents & Carers provided with an opportunity to place requests based on academic or social/emotional reasons by submitting a **Student Placement Request Form** to the **Principal by COB Friday Term 4 Week 1**.
3. Staff members in each year level meet to determine the placement of their current students for the following year, taking into consideration the guidelines above.
4. Class lists will be formed and then reviewed by all staff.
5. Class lists are submitted to the Executive team for further review and then finalised.
6. Class lists emailed to each cohort the day prior to students first day in the new school year.

PARENT & CARER REQUEST PROCESS

- Parents and carers can provide specific information about their child's learning needs that may not be known to the school.
- Parents can collect, write and submit a ***Student Placement Request Form*** which can be obtained from the administration office.
- This form must be submitted to the **Principal by COB Friday Term 4 Week 3**
- Parents are informed that requests for a particular teacher, split vs straight class, or friendship groups will not be considered as a placement factor.
- The information parents provide is referenced alongside other relevant information during the class placement process.
- It's emphasised that while these requests are considered, they are not guaranteed to be accommodate.
- The final decision on class placements remains with the school principal.

CLASS LIST COMMUNICATION TO PARENTS & CARERS

- Class lists will be emailed via Compass to all parents and carers the day before students begin lessons.



2025 BPS Class Placement Policy

FREQUENTLY ASKED QUESTIONS

Why does the school have some split grade classes instead of all straight classes?

As a Public School, every student who resides in our boundary, between Years Pre-primary and 6, is guaranteed an enrolment place, so numbers will never balance perfectly for straight classes.

As staffing is dependent upon the enrolment in each grade, multi-aged or combined classes may occur. This practice is well supported by research and our beliefs about how children learn. It is also often a practical necessity with our enrolment numbers and maximum class sizes, as per relevant Industrial Awards and Agreements

What is a reasonable class size?

The Department of Education has recommended maximum class sizes for various year levels, hence split class become unavoidable. Our school always starts the year within these recommendations. If numbers increase during the year, additional support is provided to teachers, usually in the form of additional relief days or education assistants. On very rare occasions, schools may need to restructure their classes to accommodate student growth throughout the year.

Maximum recommended class sizes

Kindergarten- 20

Pre-primary- 27

Year 1-3- 24

Yr. 4-6 = 32

How do teachers cover multiple year level curriculums?

The curriculum acts as a guide of what teachers must cover each year. More importantly however, is that students receive the curriculum content that allows them to progress and achieve. This might mean modifying or extending the curriculum. It is quite common that in any given class, a teacher will need to support or extend students who may be up to two years ahead, or behind the given curriculum. This is done through group or individual plans. As such, being in a split class is less of a factor, than receiving the curriculum content that is needed, and teachers are highly skilled and supported at achieving this.

When will I know my child's placement?

Parents of children in kindergarten are informed of their child's placement mid-term 4.

The Pre-primary to Year 6 will receive a Connect notice notifying them of their child/ren class. Classes are always subject to change as new enrolments are common in the first weeks of the year.

Can I request my child's placement with another child in the classroom or not be placed with another child?

While some parents make a friendship request, the decision is complex. Several times a request is received from one family to place children together, while the second family requests that same children 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. We also find young children change best friends.

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

If the school considers there is an error, the placement will be changed immediately. In all other cases parents, carers and the child will be asked to undertake a 'cooling off' period of 4 weeks to try the placement. A follow up conversation will be scheduled after 4 weeks.

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 many 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?

We will do everything we can to problem solve. Parents need to talk to the teacher so the child's needs can be addressed.

My child has been in a composite class this year; will they avoid one next year?

Teachers will consider factors such as history of split classes, but research does show there is no negative impact academically, from being in split classes. Parent concern regarding consecutive years in split classes, tends to focus on friendship groups, hence staff will consider this each year.