



# CLASS PLACEMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the office.

## PURPOSE

To provide a planned approach to the organisation of classes and the learning environment which best meets the needs of students and staff.

## BROAD GUIDELINES

Class sizes are governed by the Department of Education and Training's guidelines to a major extent although the school has limited flexibility in the implementation of those guidelines.

The school will provide all students with access to a comprehensive education (which includes specialist areas) aligned with manageable class sizes.

### The placement process will be implemented as followed:

- Consultation will take place as necessary with the previous teacher (including pre-school teaching staff), teaching staff at the next year level, area coordinators, the Principal, parents and students.
- The classroom teachers will oversee the formulation of classes, taking into consideration the abilities and interests of each child as well as their academic, social, emotional and behavioural needs. Proposed class lists are presented to the Principal for final checking.
- Parents will be given the opportunity to express any relevant educational issues relating to the placement of their child prior to the placement process beginning. Dorset will not always be able to accommodate class placement requests but will endeavour to take requests into consideration where possible.
- Any relevant educational issues for consideration should be lodged in writing with the Principal by the designated date, which is published via official Dorset communication channels, and will be addressed in a follow up interview if deemed necessary by the Principal.
- Parents are encouraged to be mindful that whilst every endeavour will be made to address academic, social, emotional and behavioural needs, the final decision will be made by the Principal, based on the professional input of staff and any other relevant information.

Once class placements are finalised, no further changes will be made. Children will remain in their assigned classes for the duration of the school year to ensure stability, continuity in learning, and the development of strong relationships with their teachers and classmates.

## POLICY REVIEW

Policy last reviewed	February 2025
Next scheduled review date	February 2026