**Placement of Students for 2019-20**

**ECE & Primary**

**Preparation for Class Placements**

* Blog will be posted on Parent Blog – **May 30**
* The Year Leaders - organise large poster size sheets to stick the students’ info-cards, using templates provided.
* Complete student info-card on a **soft copy** of the templates (green for boys and yellow for girls to make gender balance easy). Please Use ‘**SURNAME, First name’** format.
* Print info-cards (in colour) and cut out
* The Office will distribute the yearbook photos to you. Please cut these out and place these on the info-cards.
* Unless the child has officially withdrawn and is on the list from the office, they must be included on a class list (i.e. if you have heard a child will be leaving still include them until the withdrawal is official)
* Helen and Elia will distribute official withdrawal list on **May 31**
* Kathleen will send out the EAL lists (Primary only) next year for current students on **May 31**

**Year Level Team meets to form the classes – On Wednesday, June 5**

* At the arranged Team meetings on **Wednesday June 5**, stick each student’s info card on the class list posters – **write the child’s name in pencil under where you plan to stick the child’s name** (in case they fall off)
* It would save time if teachers tentatively divide their students up into class groups before this meeting
* Current classes **do not** need to be evenly split up. (Eg, if there are 10 girls in a class, they do not have to be split up into 2s. You may decide to have 4 in two classes, 2 in one and none in the other two)
* **Ensure the whole team are present** (both co-teachers from each class), and that the relevant Student Support Teachers have had input.
* **Year leader to fill in Summary Form – Please ensure that classes are balanced prior to finalising classes**

**Colour code:**

On each individual child card, we will use stickers (Primary) or coloured markers (ECE) to identify student needs and abilities – to balance the classes visually. The Leaders will be provided with stickers/markers (see Melissa/Veronica) – teachers then need to stick/colour these on the cards as required (more than one sticker may be necessary)

Green (ability) Advanced (possible leader / usually needs to be extended)

Grey (ability) Student – meeting expectations, no issues

Blue (ability) Student struggling to meet some expectations (probably on LS register)

Red (behaviour) Students displaying some behaviour issues / concerns (identified by class teachers)

Pink (Sig Support) Academic concerns/requiring individual support plan/IEP (identified by LS teachers)

Yellow (EAL) EAL (for next year) – Identified by EAL

**Other things to take into account:**

* Gender balance
* Friendship groups
* Clashes between students
* Native English speakers
* Chinese 1st Language speakers
* Nationality / culture
* Learning styles
* Mix of leaders between the classes
* Mix talents of students across the classes – ie sporting abilities, musical, artistic / creative etc
* Classes across the year level have a mixture of parents who would get involved
* Students are evenly spread across the classes so that the new students will also be evenly spread

**Class structure for 2019-20**

K2 x 4, K3 x 4, K4 x 4

Yr 1 x 4, Yr 2 x 5, Yr 3 x 5, Yr 4 x 4, Yr 5 x 3, Yr 6 x 3, Yr 7 x 3

**Timeline:**

1. Team Leaders to run through class placement plan at next Team Planning meeting (please run through the entire document)
2. ***Wednesday June 5 – Final Class placement meetings in Year Levels***
3. ECE/Year 2-6 lists hand to Elia/Helen/Veronica by **Fri, June 7**. Cathal, hand the Yr 7 lists to Dusten on the same date. **Please include the Class Placement Summary Form.**
4. The CLT will then review the class lists during the final weeks of June and make adjustments if required.

It is important that each child’s card has **all the details** we should know in case we need to make a change. In particular, ensure all teacher suggestions are noted clearly.

**Please Note**

* **If any parents make requests (eg to be placed with friends, type of teacher etc…) then please tell them that we will consider it, but that we will not be able to guarantee it.**
* **For parent requests for specific teachers, please state that we are unable to take requests for specific teachers. However, please reassure them that we will place their child with a teacher whose teaching approach suits their child’s preferred learning style.**
* **Teachers may also have suggestions for a specific teacher, due to type of teaching style that might suit a student in a special case – e.g. learning support, social issues etc… – in these cases send email Damien and Rob**

**In all these cases, please keep a record of all requests and attach them to the class placement posters**