



# Holy Trinity Primary School

---

## Class Allocation School Based Policy

---

### Inspiring Connections...

- With Our God
- With Ourselves
- With Our Learning
- With Our World



CATHOLIC EDUCATION  
Archdiocese of Canberra & Goulburn

## Related Policies

---

Catholic Education Accelerated Progression and Retention of Students (CEO)

## Purpose

---

This Policy is reviewed every 5 years and provides guidance for students, staff and parents. All communications should be in line with this Policy.

The Class Allocation Policy aims to ensure there is a fair and just process in allocating students to classes for the upcoming school year.

## Policy

---

The construction of class groupings is a collaborative process which may involve students, parents, class teachers, Classroom Support Teachers, specialist staff, and the Holy Trinity School Leadership Team.

## Procedures

---

As there are usually two to three streams of classes each year at Holy Trinity Primary School, there are different combinations of children in classes. When forming the class lists the following factors are taken into consideration:

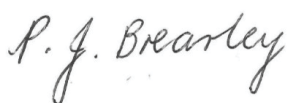
- Gender.
- Additional Needs.
- Work Habits.
- Cognitive ability.
- Friendships.
- Behaviour.
- Health considerations;
- Religion (to assist in achieving balance between classes, especially in Sacramental years) and
- Common names.

Ideally, we aim for an equal spread of both positive and challenging characteristics. Where practical, parental requests based on educational concerns will be considered. At Holy Trinity, the staff and parents will follow these principles and guidelines when considering placement of students each year:

1. Every care will be taken to ensure that each child is placed in the best situation to enhance learning and social development.
2. Parents who wish to discuss particular concerns regarding the placement of their children in particular classes should put the concern in writing and address it to the Principal by Friday of Week 4 (Term 4).
3. Parent concerns will be seriously considered during the process. It must be clearly understood, however, that no definite guarantees can be given regarding parent's requests.
4. Where appropriate, advice will be sought from the Classroom Support Teacher, School Counsellor, etc during this process.
5. Taking into account all of the factors listed on Page 1, the current class teachers

compile class lists during fourth term, using a digital platform, Class Creator.

6. These are submitted to the Principal to confirm and make amendments where appropriate. On confirmation, the lists are then transferred to COMPASS.
7. In Week 10, the opportunity will be provided for students to spend some time with their new class teacher and students. New students to the school for the following year are invited to attend. Any obvious errors are corrected at this stage.
8. Parents/Carers will be informed of their class placement for the following school year in December (usually the last day of school in Week 10, via email.). No changes are made after this time.
9. Teachers will engage in a handover meeting, identifying any issues/information that teachers should be aware of for the following year. This should occur at the end of the school year and continue in a staff meeting early Term 1 of the next year. If not possible, the teachers who are leaving should discuss specific teachers with the new classroom teacher.
10. Throughout this process the Principal, after appropriate consultation, reserves the right to make final professional decisions regarding the placement of children.

| POLICY DATES                   |      |                                                                                      |      |
|--------------------------------|------|--------------------------------------------------------------------------------------|------|
| Reviewed                       | 2023 | Next Review Due                                                                      | 2027 |
| Policy Authorisation Principal |      | Philippa Brearley                                                                    |      |
| Signature                      |      |  |      |