Class Placement Policy
PURPOSE
Classes are to be formed in such a way as to best meet the educational needs of the students within the constraints of the resources provided.

RATIONALE
Individual class placements are based on professional judgments about meeting the student's educational needs, circumstances and interests.

Process:
- The Administration team establishes structure options for the following year based upon anticipated enrolments.
- The Principal advises parents, via the school newsletter, that student placements are being considered for the following year.
- Parents are invited to submit written submissions with respect to class placements by a date advertised in the school newsletter. The submissions must be based on educational reasons, addressed to “The Principal” and marked “Confidential”.
- All written parent requests that arrive by the due date will be considered based on individual and school needs. There is no guarantee that all parent requests will be met and after the due date changes to class structures will not be made.
- The staff members, currently teaching particular cohorts, confer regarding placements for the following year taking into consideration the criteria listed below:
  - Classes are to be homogeneous with respect to academic performance, social development, behaviour and gender balance
  - Social network
  - Special needs such as twins and family situations
  - School Psychologist recommendations
  - Written parent submissions regarding a student’s specific educational needs

Forming Composite Classes
- Independent students
- Student maturity and behaviour
- Social development
- Social network
- Previous class placements
- Special needs such as twins and family situations
- School Psychologist recommendations
- Written parent submissions regarding a student’s educational needs

- Lists will be submitted to the Principal for final ratification.
- Lists to be published (school decides when and where).