



### PURPOSE

A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

### SCOPE

This policy applies to all members of the Portland Secondary College Community.

### POLICY

While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Assistant Principal and Year Level Leader, a collaborative process with the school community will be employed.

The process of forming classes will commence in November of the previous year.

The Assistant Principal, in consultation with relevant staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.

Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups, etc. Individual needs and a whole school perspective must be considered but generally classes will be mixed up each year.

Students who enrol at the school during the year will be allocated to classes based on composition, interests and the availability of Electives.

Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal, Assistant Principal or Year Level Leader.

### RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement Policy.docx](#)

### REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020