



Placement of Students in Classes for 2023

Musgrave Hill SS staff are committed to meeting the educational, social and emotional needs of all students. A great deal of thought, planning and time goes into placing children into classes each year. Every effort is made to place each child in a learning environment that is happy, productive and successful.

In making recommendations about class composition, teachers consider factors such as:

- Social dynamics
- Gender ratio
- Social and emotional maturity
- Educational needs of the students (academic performance and work habits)
- Individual considerations eg. siblings and students with disabilities
- The number of children in each class and year level
- Behaviour

Parent Information

Parent input regarding their child's educational needs will be considered. Requests in relation to choice of teacher will not be considered as a placement factor. Parents are invited to write a short letter to the Principal if you have specific information about the educational needs of your child for 2023.

Due to enrolment numbers there may be a need for some composite classes, **please do not make requests for your child to be or not be in a composite class.** Not all requests can be met, if you do have more than one request please write them in priority order so we know which aspects of your request are most important to you.

- Please place your letter in an envelope addressed to Julie-Anne McGuinness.
- Parent letters are due by **3pm on Friday 4th November.**
- Parent information will be considered along with factors recommended by our teachers and those listed above.
- **Only information based on educational criteria will be considered.**
- Please include your child's name, current year level and educational requests on one page (not one family letter).
- A copy of your letter will be provided to the class teachers who make the placements.

Can I request my child be placed with a friend? Or, can I request my child not be placed with another particular child?

While some parents make a friendship request, the decision is complex. Often, we receive a request from one family to place particular children together, while the second family requests the same children be placed in separate classes. The final decision on placement rests with the teachers and Principal.

When allocating children to classes, we endeavour to foster positive social interaction across the year group, by making socially balanced classes to help prevent non-constructive relationships. If your child is having difficulty with a student in his/her class or year level, please inform the class teacher, so the problem can be addressed and dealt with. All friendship issues included in letters should have already been addressed with the classroom teacher during the year so there will be a record of this. Our school values include respect, responsibility, compassion and excellence and we teach children to appreciate each other's individual differences. Therefore, it would need to be extenuating circumstances for a request to be considered that involved students not being placed together.

Who makes the final decision?

Staff will do their best to meet your child's needs. You can be assured that we spend a great deal of time and effort in accommodating and allocating children to classes.

It is the responsibility of the Principal to make the final decision on classes and placement of students.

At times it may not be in the child or other children's best interests to be placed according to parent requests and we will discuss the issue with you wherever possible.

When will children and parents know about class placements?

If possible, class placement information will be posted or emailed home to families in the last week of term. After that date children's class placements will not be changed unless there are extenuating circumstances.

If you wish to take advantage of the opportunity to provide information about your child, please ensure that all requests are addressed to the Principal no later than **3pm on Friday 4th November**

Kind regards,
Julie-Anne McGuinness
Principal