



Class Placement Policy

PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

POLICY

The process that Jacana School for Autism works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Jacana School for Autism recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests. In using the 'Class Solver' online system, we can streamline the process of formulating our class lists each year. This will enable us to assess each child based on their individual needs to then inform us when assigning balanced class groups.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by the end of Term 3 the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing or by email, outlining who you would like your child to be placed with and why. Requests can be addressed to your child's teacher or Sub School Leader. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Jacana School for Autism are caring and committed educators and Jacana School for Autism strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are generally unable to accommodate these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for staff placement

All leaders, classroom teachers and education support staff need to complete their annual preference survey outlining their suite of preferences including their intention to work, sub school and time fraction.

Class List Development

Sub School Leaders will liaise with members of leadership to oversee the development of their corresponding class lists. They are encouraged to liaise with other leaders, therapy and welfare staff to design their lists. Sub School Leaders are expected to collaborate collectively as one party to not only manage the range of transitions undertaken but to ensure a consistent implementation across all 3 sub schools. Sub School Leaders are expected to develop their draft

lists in a private and confidential manner, sharing them and explicit information about them with teachers and staff in an impartial manner.

REVIEW CYCLE

This policy was last updated on 15th November 2018 and is scheduled for review in December 2021.

EVALUATION

This policy will be reviewed as part of the school's three year policy review cycle.

To be ratified By JSA School Council:	9 th December 2021
Review Date:	Term 4, 2024

APPENDICES

Updated 2022 Class Solver Timeline:

1. Teacher Survey links to be distributed with teacher instructions in an email (Term 3, Week 6) **(AP- CDAR)**
2. Class Solver Teacher Information Session (Professional Practice Session (Term 3, Week 6) **(AP- CDAR)**
3. Class Solver Weekly Updates documented in the School Bulletin (Term 3, Week 6 onwards) **(AP- CDAR)**
4. Parent 2022 Class List Feedback to be given to teachers, via the Newsletter (no later than Monday Term 3, Week 7) **(AP- CDAR)**
5. Class Solver Teacher Surveys completed (End of Term 3, Week 9) **(Teachers)**
6. Staff Preference Form to be completed on Google Drive (End of Term 3, Week 10) **(Leaders, Teachers and ES Staff)**
8. 2022 Class Lists (Draft #1) to be presented at the AP/SSL meeting (Term 4, Week 2) and identify all staff TBCs **(PCT & SSLs)**
9. 2022 Class Lists (Draft #2) to be presented at the AP/SSL meeting (Term 4, Week 4) **(PCT & SSLs)**
10. 2022 Class Lists (Students Only) to be distributed to Staff (Staff Bulletin Term 4, Week 6) **(PCT & SSLs)**
11. 2022 Class Lists (Staff and Students) to be distributed to Staff (End of Term 4, Week 8) **(PCT & SSLs)**
12. 2022 Class Lists (Staff and Students) to be distributed to Parents/Carers (End of Term 4, Week 9) **(PCT)**