**Timeline of Class Placement**

Every school is different. This timeline is designed to outline the most common steps that schools perform when creating new classes. Please feel free to edit/delete/add sections to this timeline to suit the needs of your school.

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| **DATE** | **ACTIVITY** | **PERSON RESPONSIBLE** |
|  | **Create/Review Class Placement Policy**   * Vision/Rationale/Aims * Process/Procedures * Data used & Parent involvement * Appeal process * Composite/Straight classes * Meet the teacher/Try the new classes Day? * Common questions | School Leadership & Wellbeing Team |
|  | **Draft configuration of classes per grade level**, based on student numbers and school resources (staff & classrooms)  Eg. Prep/Kinder = 5 classes, Grade 1 = 4 classes, Grade 2 = 3 classes, ... | School Leadership |
|  | **Inform teachers** of process/timeline via email or staff meeting. | School Leadership |
|  | **Parents informed** of placement request protocols via newsletter.   * Accepted/Not Accepted? * Must be written? * Handed to office? Teacher? principal? * Student friendships? Separations? pairings? * Teacher requests? | School Administration |
|  | **Open - Parent placement requests** | Parents |
|  | **Close - Parent placement requests** | Parents |
|  | **Share Student Assessment for Placement Rubric with staff**  Ensure that all teachers are on the same page in regards to the data they are collecting and assessing. | School Leadership |
|  | **Open - Data collection on current students** | Teachers |
|  | **Close - Data collection on current students** | Teachers |
|  | **Review Data** to ensure all data is collected and consistent | School Leadership |
|  | **Allocate Teachers to Grade levels (Optional)**  If you want student to be with particular teachers for next year, now is the best time to allocate the teachers to grade levels. This is optional and may be made public or kept private within School Leadership. |  |
|  | **Draft 1**  Initial student placements/class lists are created by teachers or school leadership. | School Leadership &/or Teachers |
|  | **Review of student placements**  The draft may be shared to receive feedback from current teachers, specialist teachers, school counselors/psychologists and school leadership. | School Leadership |
|  | **Draft 2**  Make any adjustments where required after the review. |  |
|  | **Teachers new classes** (Optional)  Notify teachers of their new grade level and provide their provisional class list. This is manly relevant for schools running a “Meet the teacher” session to trial new classes. |  |
|  | **Meet the Teacher Session**  School leadership to wander between classes to review the classes. | School Leadership and Teachers |
|  | **Draft 3**  Make any adjustments where required after the Meet the Teacher session. | Principal and/or Staff |
|  | **Parents notified of student placements** | School Administration |
|  | **Open - Parent request for change of student placement** | Parents |
|  | **Close - Parent request for change of student placement** | Parents |
|  | **Review parent requests** | School Leadership |
|  | **Finalise Classes**  Make any adjustments where required after reviewing parent requests. | School Leadership |
|  | **Enter new classes into Student Management System** | School Administration |
|  | **New students assigned to classes as appropriate** | School Leadership |