Placement Process

CLASS PLACEMENT PROCEDURE

Process step	Timing	Accountability
Determine Class Structure ☐	Term 3: Week 8	Administration Team
Student Characteristics Confirmation of all funded students for placement. Placement of SAER Students in classes. ☐	Term 4: Weeks 2/3	Student Services Deputy
Notice In Newsletter - Parent Requests Parents and carers <u>may</u> provide the principal with specific information about their child's learning needs that they believe the school may not be aware of. ☐	Term 4: Notice - week 4 Close - Week 6	School Officer Principal
Collate Parent Letters ☐	Term 4: Week 7	Deputy & Principal
Current Class Division Teachers in each year level meet to determine the placement of their current students for the following year. ☐	Term 4: Staff Meeting - week 7	Classroom Teachers
Class Lists Formed Any Changes by Admin are to be highlighted ☐	Term 4: Week 7/8	School Officer
Class List Review All staff review the completed class lists. ☐	Term 4: week 8	All Staff
Teachers Allocation Teachers are allocated to classes. ☐	Term 4: Week 8	Administration Team
Class Lists Finalised Input into SIS ☐	Term 4: End of week 8	School Officer
Class List Communicated to Community Lists are shared on school website with a message on Class DOJO. ☐	Term 4: Week 10 Thursday	School Officer