

Hilton Primary School

An Independent Public School

Class Placement Policy

**Current 2025/26
Review Date: November 2026**



POLICY STATEMENT

Hilton Primary School structures its classes based on several considerations. One of the main factors is the professional judgment of staff, which aims to ensure the best learning environment for each student.

The purpose of this policy is to establish a clear process for how the school assigns students to classes each school year.

PROCESS

The leadership team establishes class structures (single stream/split classes, etc.) for the following year based on anticipated enrollments, resourcing, and in accordance with the industrial awards and agreements. Once class structures have been finalised (mid-term 4), teachers then meet to establish class lists for the following year.

Factors considered when allocating students to classrooms:

- A. The educational, social and emotional needs of each student.
- B. Ratio of boys to girls in classes.
- C. The creation of classes that are balanced with respect to academic performance, social development and observed behaviours.
- D. Exceptional circumstances, such as twins or individual family matters. In these situations, parents may be contacted to discuss this matter.
- E. Resourcing constraints and accommodations (room available).
- F. If the need arises to create a 'split class', the teaching staff from the previous year and the administration team will decide the placement of the individual students.

As per above, the follow will be taken into consideration when placing students into split classes:

- A. Previous class placement.
- B. Work habits, e.g. the ability to work independently for short periods of the school day ect.
- C. Friendship groups: students should identify three friends. They are reminded that we make every effort to ensure they are with at least one of their identified friends. Despite our best efforts, this is not always possible.
- D. Social maturity.
- E. Academic performance.

Parents may be consulted on class placement, if it is deemed necessary, by the principal or class teachers.

Agreements and/or guarantees to honour parent requests for class placements cannot and will not be made by any member of staff.

Class lists will be submitted to the leadership team for review.

The principal shall have a final decision on the individual placement of students. The class placement of each student will be sent to families via a separate SMS.

All Families will be provided with a copy of the HPS Class Placement Policy & FAQ to assist with commonly asked questions (please see Appendix 1).

Class changes will not be made after classes are formed. However, the school is always willing to work with parents to support their child if there are issues in a class placement. In any event, no changes to class placement will occur in the first two weeks of the school year.



APPENDIX 1

Why does the school have some split-grade classes instead of having all straight year-level classes?

- ✓ All government schools are funded through a *Student-Centred Funding Model*. The amount of funding we receive mainly depends on the number of students enrolled at our school. It is the principal's responsibility to determine the most suitable class structure. Another significant factor influencing the number of classes we establish is the existing industrial agreements of staff. These agreements specify recommended maximum class sizes.

The recommended maximum sizes are as follows:

Year	Number of students per class
Kindergarten	20
Pre-Primary (purpose-built classroom)	27
Years 1-3	24
Years 4-6	32
Split years 3-4	23
Split years 4-6	31

- ✓ Sometimes enrolments in a year level may not fit into the stipulated number of students per class. In these cases, we will form a 'split' or 'multi-aged' class with the year below or above. This practice is well-supported by research and our understanding of how children learn, especially during the primary years. Often, it is also a practical consideration that depends on our enrollment numbers.
- ✓ The curriculum entitlement for each child will be the same as that of other children in that year level. Wherever practicable, students placed in a split-year level class will be provided with opportunities to participate in activities with their respective year level. Where possible, if a child is placed in a split year level class in one year, they will not (where possible) be placed in a split class the following year without consultation with their parents.

Why do we ask parents

- ✓ As committed teachers, we strive to make the best choices based on all the information available to us at the time. Our teachers have been working with your child daily, gathering information on their preferred learning styles, interests, social groups, emotional needs, and academic abilities.
- ✓ Previous teachers and specialist teachers are also consulted for their input. Whilst it is true that parents know their children the best, when a parent requests a specific placement for their child, they may not have all the relevant *educational* information. Teachers, on the other hand, have access to academic, social, and emotional information about all children in a particular year level.

When will I know my child's placement?

- ✓ Kindergarten Parents will be advised once the final Kindy groups for the year are



known. Generally, this is in November/early December of each year.

- ✓ Parents of students in Years PP – 6 will be advised via SMS during week 10 of term 4 (in 2025 for the 2026 school year).
- ✓ Parents of students who have identified learning needs or are twins will be contacted by the class teacher or a member of our administration team to discuss their child's needs for the upcoming year. Every effort is made to plan accurately for the year ahead, recognising that enrolments can change throughout the year.
- ✓ Class structures or teacher allocation may need to change if we experience significant changes in enrolments over the January school holidays.

Can I request a specific teacher for my child, either in writing or through a discussion with my child's current teacher?

- ✓ No, this is not a part of the Class Placement Policy.

Can I request that my child be placed with another child in the classroom? Or can I request my child not be placed with another child?

- ✓ Class teachers ask children to list their friendship group during Term 4 (as from 2025).
- ✓ When we have received requests from one family to place children together, sometimes the second family has requested that the children be placed in separate classes.
- ✓ The final decision on placement rests with the principal. Often, children placed with their 'best friends' will work and play exclusively with each other. This does not promote the social interaction we try to foster. We also find that young children change 'best friends' regularly.

"Imagine that your next best friend for life is someone you haven't met just yet?"

- ✓ When allocating children to classes, we endeavour to foster positive social interaction across a year group by making balanced classes and helping to form constructive relationships.
- ✓ If your child is having difficulty with a student in his / her class, please inform the teacher so problem solving can take place as soon as is possible.
- ✓ This is the aspect of the school experience that reflects 'real life'; where students learn to function socially with different people and personalities.

Can we assume our second child will get the same teachers?

- ✓ It is a coincidence if this happens as the school does not use historical records when placing children. New relationships are constructive and help us grow. All children are different and may respond well to a different teacher.

When I get my child's class placement, can I request that it be changed?

- ✓ You may talk with a Deputy Principals or the Principal about your concerns and be assured that those concerns will be shared with the teacher so your child's anxieties will be addressed.
- ✓ Teachers run specific programs and activities at the beginning of the year to help





children feel comfortable, get to know other students in the class and feel connected to the school / class. Class placements are considered final. In any event, we will not make changes in the first two weeks of the school year.

- ✓ Changes to placements are generally not possible not considered as this creates precedence and the chain reaction that this would create is unmanageable.
- ✓ Even though we consider the individual child during the class placement process, parents should appreciate that their child is part of a complex equation in school class placements.

What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?

- ✓ We will do everything we can to solve problems. In the first instance, parents need to talk to their class teacher. If, the matter needs to be referred on, a Deputy Principal or the Principal will be involved so your child's needs can be addressed.
- ✓ Changing classes is not part of the Class Placement Policy.
- ✓ Please be assured that all information about children is valued and heard. Teachers work hard to make the transition between years a smooth process for all our students. Parents can help by being as positive and encouraging as possible to their children in during this process.

If you have any further questions on the class placement process, please contact the Deputy Principals or Principal.

Hilton.ps@education.wa.edu.au or, (08) 6458 7900

On behalf of the staff and the WPS Board, we thank you in advance for your support of this policy and our class placement procedures.

Lincoln Day

Principal
4th November
2025

