

# HOLLAND PARK STATE PRIMARY SCHOOL

59 ABBOTSLEIGH STREET, HOLLAND PARK, BRISBANE,  
QUEENSLAND, AUSTRALIA, 4121



Telephone: 3421 6222  
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Website:  
[www.hollandparkss.eq.edu.au](http://www.hollandparkss.eq.edu.au)  
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ABN 47 954 252 418



## CLASS PLACEMENT POLICY

### Class Placement Policy

At Holland Park State School, we encourage and facilitate active participation by parents in the education of their children. As a school, we strive to balance the needs of all children to achieve the best possible class placement for every child.

### Rationale

The purpose of this policy is to provide all members of the school community with information regarding class placement of students, which in turn enhances clarity, transparency and consistency.

### Guiding Principles

The staff members of Holland Park State School are committed to nurturing each learner's literacy, numeracy and curiosity to enable them to reach their full potential.

Only valid educational reasons will be taken into consideration by the school when information is provided by parents to inform the following year's class placements. Parents / carers who present such reasons and translate these into 'requests' should do so on the understanding that the request will be reviewed by the appropriate school personnel but not necessarily acted upon in the way requested. Whilst the concerns of parents, based on valid educational reasons, are important, requests based solely on teacher preference will not be considered. Furthermore, requests for consideration may not result in action due to the need to balance the needs of all children.

Parents who would like to provide educationally relevant information to assist with compilation of classes are to email [classplacement@hollandparkss.eq.edu.au](mailto:classplacement@hollandparkss.eq.edu.au). It is essential that this email address is used to ensure all relevant information is centrally stored and can be considered. **Information provided to class teachers or any other staff via email, conversation or note will not be considered.**

Parents must not assume that information provided to the school in previous years, to inform class placement, will be considered in current discussions. Previous requests for consideration are not kept on record.

The teachers who form the year level team, in collaboration with support staff (and other key stakeholders, when and where appropriate), will work together to determine classes for the following year.

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Placement of children in classes is made considering the following, where relevant, for both the student and the cohort:

Class size	Special family circumstances
Academic achievement / learning needs	Cohort dynamics
Specific learning needs	Gender mix
Sibling divisions	Behavioural needs
Peer groups	Learning combinations
Social or emotional needs	Personalities
Teachers assigned to the year level (if known)	Cultural considerations

The Principal, in conjunction with the school's Leadership Team, will have the final say in the placement of children in classes.

## Procedures

- The Class Placement Policy, with accompanying guidelines and procedures, shall be made available to all in the community via the school website. Each year it will be referenced in the school Newsletter early in Term 4.
- Written communication from parents to [classplacement@hollandparkss.eq.edu.au](mailto:classplacement@hollandparkss.eq.edu.au) must be received by the end of Week 3 of Term 4.
- Such communiqué will be shared with school's Support Services Team and other personnel, as appropriate, when class groups for the following year are being considered. If based on sound educational reasons, this information shall be considered alongside other factors (noted above).
- Parents will be notified via email of their child's class in the last week of the school year.
- Classes are not finalised until the Department of Education provides confirmation of staffing numbers to the school on day 8 of the school year. If enrolment numbers change classes may need to be reorganised.