

American Academy for Girls



Class Placement Policy

Purpose

AAG has a process in place for allocating students into classes each academic year. The procedures ensure that the professional judgement of both the teaching staff and leadership team is informed, and that all available information is analysed and applied to the placement process. The interests and success of our girls is paramount to the decisions taken by the academy.

Classes are formed each academic year to provide the best possible learning environment for all students and create balanced cohorts for successful teaching, within the budgetary and staffing availability. AAG appreciates the benefits of mixing students to create new combinations of students each academic year, allowing students to broaden their friendship group.

High school students will be placed in classes depending on their personalized course selection each year. To enter courses, students need to meet pre-requisite requirements and should follow staff professional recommendations to support suitable course selection. In preparation for personalized pathways, grade 8 students will be offered course selections and class placement will differ depending on choice.

School Commitment

The School commits to supporting the Class Placement Guidelines by:

- Using informed professional judgement when deciding class placements
- Considering all available information, to assist the process
- Incorporate at least one parental and student friendship request in KG- Grade 8

Parent and Guardian Commitment

Parents and guardians commit to supporting the school's Class Placement Guidelines by:

- Supporting and accepting decisions made by the School
- Being positive with their child about the class placement decision that has been made

Process

1. The Leadership Team determines structure options for the following year based upon student re-enrollment payments, anticipated enrolments, enrolment trends and any other influencing factor.

2. In the second semester the leadership team and school counselor will create and share the course selection guidance to high school students and parents. Support will be offered to all AAG students to allow them to make informed decisions on their personal pathway to meeting graduation requirements and future educational aspirations.

3. High school Teachers will make recommendations for course placements based on a full analysis of internal and external data and student work ethic. Student placement exams and signed contracts are required by any family choosing to go against staff recommendations.

4. Towards the end of the academic calendar parents and students in KG to Grade 7 will be asked to submit friendship requests for placement consideration. ***Parents are advised that these requests are considered but not automatically accommodated.***

5. Staff members in each Year level meet to determine the placement of their current students for the following year, taking into consideration the criteria below:

- Classes are to be homogenous with respect to academic performance, social development and classroom behaviour
- Special educational needs of students
- Gender balance (in KG)
- Religion and native language to support timetabling of specialist teaching
- Friendships requests
- Class placements in previous years

6. Class lists will be formed and then reviewed by all staff and submitted to leadership for further review.

7. Parents and students will be informed of their new class prior to the start of the academic year.

The final decision on class placement remains with the Principal.

Class allocation will be sent to families before students commence school. KG to Grade 8 class lists will also be displayed on the morning students start school. Staff will be available to direct parents to classes on the morning school starts.

Parents are encouraged to organise a meeting with the classroom teacher, grade leader or head of school if there are any concerns about their child's class placement.