

## PROCEDURE FOR COMPILATION OF CLASS LISTS

*Marrara Christian College is a learning community where parents and staff partner together. Students are nurtured through a loving, biblically-based school curriculum and structure to build their faith, character and desire to serve.*

### PREAMBLE

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It is important for the college to have a transparent process for compiling class lists for each new year. The compilation of class lists is not a quick or easy exercise and much time, thought, and prayer is put into the process.

It is understandable that families have a lot invested in which class they prefer. The college acknowledges that caregivers know their children best, in non-school contexts, and respect the insights caregivers may have in relation to placement of their children. This procedure gives an opportunity for caregivers to share these insights with the college, so that they may be considered when classes are formed.

It is the responsibility of the college to arrange classes so that they are a balance of gender, academic and other abilities, behavioural demands, social groupings, and responses to teaching styles, within the constraints of class numbers and timetabling. Requests for specific class placements cannot always be accommodated. Often, families make requests 'in confidence' and the college will not discuss one family's request with another family. Consider this example: *Brian's* family request '*Brian* and *Bronwyn* to be kept apart'; whilst *Bronwyn's* family request 'they be together', both for equally valid reasons.

It is part of parental responsibility to nurture children through events that may not be their first choice. Non-ideal situations, often unexpectedly, produce strong growth and learning that is only recognised once finished. This procedure gives guardians the opportunity to prepare their children to become part of a new class before the first day of school. Likewise, staff also accept, as 'people under authority', their assigned classes.

Once classes are set it is very difficult to change them. Moving one child will alter the balances already considered when placing students. For this reason, published class lists will only be altered in exceptional circumstances at the discretion of the Principal.

### PROCEDURE

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- a. Parents/Guardians are notified, via the newsletter, in the first 2 weeks of Term 4, that class lists are being compiled.
- b. Input into the compilation process may be done, in writing, to the Head of School, as soon as possible in Term 4, but no later than Week 6 of Term 4.
- c. Classroom teachers, Student Support Coordinator and other relevant staff advise the Heads of Schools about each student's:
  - general academic ability
  - behavioural patterns
  - social groupings
- d. The Heads of Schools, in consultation with staff, compile class lists, whilst giving full consideration to next year's teachers, class numbers, gender balance, behavioural demands, parent insights, general ability, social needs, timetabling, and the like.
- e. Lists are displayed at the administration building no later than close of business, Friday, Week Zero (the week before students return). *Due to privacy considerations, these lists are not to be published or distributed in any form, including on social media.*
- f. Parents will be notified via email that the lists have been displayed. (Class lists are not to be emailed to parents).
- g. Staff will be available at the front of the college to direct students to class on the first day of school.
- h. The Principal is the only person in the College who may, in exceptional circumstances, alter the class allocations after lists are published.