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**DANDENONG HIGH SCHOOL**

**HOUSE GROUP ALLOCATION POLICY**

**Preamble**

* A clearly defined process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

**Purpose**

* To provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn
* To form well-balanced classes of students that take into account the social, emotional, academic and physical characteristics of each student
* To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each student prior to class placement

**Implementation**

* While the allocation of students to various classes, and class compositions are all ultimately responsibilities of the Principal, a structured process will be employed
* The process of forming classes will commence in Term 4 of the previous year
* The Principal, in consultation with the Consultative Committee and after considering student numbers, will determine the number of classes for the following year, class sizes and the subjects to be offered at each level
* Domain Leaders and the Principal will have the final decision about staffing allotments
* Consideration will be given to gender balances, previous class, and each child’s ability, behaviour and friendship groups. Individual needs and a whole school perspective must be considered
* The school will make arrangements for class placement for students with Literacy/Numeracy needs
* Under exceptional circumstances, the Principal may reorganise classes throughout the year
* Staff members will not disclose the composition of proposed classes prior to any formal announcements
* Students may enrol at the school during the year and will be allocated where a vacancy is available to classes
* Concerns regarding the placement of specific students in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal
* The Principal will make ultimate decisions regarding class composition
* Collection of information and liaison with Primary Schools to ensure suitable allocation of the incoming Year 7 cohort
* The use of HBDI testing for the new Year 7 groups to help with composition of classes

**Evaluation:**

**This Policy will be reviewed as part of the school’s three year review cycle.**

**School Council Endorsement Date 18th August 2015**