



Poynter Primary School

Class Placement Policy

Poynter Primary School creates its class structure based upon the professional judgements of staff, in conjunction with preferences from families, with the aim of creating the best learning environment for each student.

The Principal establishes class structures for the following year based upon anticipated enrolments in accordance with the School Education Act Employee's General Agreement. Families will be issued an electronic form 'Class Preferences' Form' to complete, nominating five students who could be placed with their child, ie those who are friends and/or would work well with. This process is expected to be consultative between parent and child. The link to the preference form will be open for two weeks in Term 4. Where we receive no response after the two week period, the teacher and child will determine the list of five students.

Poynter will guarantee each student will be placed with at least one nominated preference, or we will consult parents where required. The Executive team and teacher judgement will determine suitability of the preferences.

Factors Poynter takes into consideration when allocating students to classes:

- The best educational and emotional needs of each student.
- Creating balanced classes - academic performance, social development and classroom behaviour.
- Special circumstances such as twins or individual family matters.
- The ratio of boys to girls.
- Constraints of resources or facilities.
- Previous class placements.

The table on the following page articulates the 'recommended' class sizes. Where the cohort numbers do not align to recommended class sizes, a composite/split class is formed, which is standard in all schools. Please refer to our 'Composite Classes at Poynter' document, available on our website for further information. The following will be taken into consideration when forming split classes:

- Work habits eg. the ability to work independently
- Social maturity
- Academic performance
- Previous class placements

Further:

- Lists are reviewed and edited by the Executive team and class teachers.
- The Principal shall have the final decision on individual placement of students.
- Class lists will be emailed, via Connect, to families at the conclusion of the school year.
- Class structures may change over the January holiday period if enrolments fluctuate.
- We acknowledge and understand the complexities and needs of our students and families and will take it all into consideration. Specific class placement requests for extenuating family circumstances or extenuating educational reasons must be emailed to the Principal, Lisa.Wade@education.wa.edu.au by Week 4 of Term 4.



Poynter Primary School

Class sizes

Schools General Agreement 2021 clause 12

Year	Table A General class sizes	Table B Notional class size target
K	20	20
P	25 (non purpose built centres)	23 (non purpose built centres)
P	27 (purpose built centres)	25 (purpose built centres)
K/P	20 – 27**	20 – 25 **
K/P/1	20 at any one time	20 at any one time
1 – 3	24 ∞	24 ∞
4 – 6	32	30
Mixed Years (Applies to Yr 4 – 6)	31	29
7-10	32	29
11-12	25	25
Practical #	16 – 22	16 – 22

** It is recommended that in a K/P 20-27 class, there are no more than 20 students in a class at any one time.

∞ It is recommended that in a 3/4 class, there are no more than 23 students in a class at any one time.

A practical class is one where issues of safety and workspace are critical to meeting duty of care and is determined by the Principal.

- Schools will seek to keep class sizes at or below those in Table A. It is recognised, however, that school and student needs may require variation from these class sizes, provided that:

- The Principal, in consultation with the teacher/s affected, considers the provision of additional support to ensure workloads are distributed as equitably as possible;
- Teacher(s) requested to accept a class size greater than those referred to in Table A can utilise the grievance procedures if they feel aggrieved by any proposed variation; and
- Implementation of (a) and (b) is to be within available physical and human resources.

- When planning class sizes, each school must manage its class sizes within its own school-based resources.

Reviewed and endorsed by the Poynter Board October 2025.