



# CLASS FORMATION POLICY

## Appendix 1

(Updated: 14 Oct 2020)



### Procedures for Students Repeating a Year

#### Step 1

As a result of a parent request/concern or a teacher concern:

- Discuss the concerns with the Year Level Team Leader and Principal Team personnel

#### Step 2

If reasons for repeating appear to be valid:

- Initiate a discussion with /respond to, parents
- Follow up with monitoring and further discussions with parents in Term 3
- Consult with DET psychologist

#### Step 3

In Term Four:

- Complete and sign:  
'Repeating School Year Recommendation' (Appendix 2)
- Forward the Repeating School Year Recommendation to parents to endorse or decline the opportunity for the student to repeat the year level
- Inform office staff, and staff formulating the relevant year level class groups, of students who are repeating
- Where possible, students who have been confirmed as repeating will be given the opportunity to participate in end of year transition activities with their relevant year level



# CLASS FORMATION POLICY REPEATING SCHOOL YEAR RECOMMENDATION

## Appendix 2

(Updated: 12 Oct 2020)

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Reasons for recommending repeating:**

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**Perceived benefits of repeating:**

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Principal / Assistant Principal: \_\_\_\_\_

Year Level Team Leader: \_\_\_\_\_

Current Grade Teacher: \_\_\_\_\_

**To be completed by the Parent/s:**

I endorse / do not endorse my child, \_\_\_\_\_ repeating his/her current year level.

**Comments**

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Signature: \_\_\_\_\_