



POLICY

Process of Placement of Pupils Grade 1 to Grade 7

SAHETI Primary School aims to nurture a classroom environment that promotes a love of learning, a platform where children can engage with the material presented to them optimally, as well as develop a sense of camaraderie and a collaborative - positive approach, where character education can be developed and supported. A core part of the success of this is the classroom culture, that the teachers together with the pupils try to craft.

With this in mind, SAHETI Primary School implements a robust, transparent and clearly articulated pupil placement process. Healthy friendships amongst the children are respected and the teachers aim to ensure that:

- Each pupil is placed in a class with peers, where a positive and engaging learning environment is created;
 - Each pupil is placed in a class with a peer with whom they are friendly;
 - Each pupil is placed in a class which will promote, nurture and develop their personal, social and academic growth.
 - Each pupil is placed in a class where they feel valued and respected.
 - Each class is appropriately representative of a cross section of pupils.
1. Placement of SAHETI Pre-Primary Grade R pupils into Grade One, is done by the Principal of the Pre-Primary with the relevant Pre-Primary H.O.D.'s/Grade R Teachers.
 - 1.1 All external Grade 1 pupils are placed by the Grade 1 Grade Controller in discussion and consultation with the H.O.D. of the Foundation Phase and the Phase Psychologist.
 2. Each grades' teachers and the phase psychologist sit together, and discuss the best placement for each pupil, taking into account; academic strengths and challenges, social issues, gender, Greek origin and any other concerns or placement challenges that are presented.
 - 2.1 A discussion meeting is convened with the following year's grade teachers and a hand over of the pupils is done.
 - 2.2 Should there be any concerns, these are discussed amongst the staff and resolved. If necessary, members of the management team are consulted.
 3. In the event that at the start of the new year there is an unhappy/distraught pupil with regards to their class placement, (whatever the issue may be) the class teacher will ask, that the pupil sees the week through.

- 3.1 If by the following Monday, the pupil remains unhappy, the parents will be asked to make an appointment with the relevant Phase Psychologist. Placement will then depend on the advice and guidance that the Phase Psychologist, provides. The Grade Controller and H.O.D. of Foundation Phase/Vice-Principal of Academics will communicate the outcome to the parents and the child.
4. Where there is a request for a pupil to change class during the course of the year, the H.O.D. of Foundation Phase/Vice-Principal of Academics and Vice-Principal of Student Affairs will meet with the Phase Psychologist and present the context. The Phase Psychologist will meet with the pupil and discuss and evaluate the situation. Guidance and advice for placement will then be provided by the Phase Psychologist to H.O.D./Vice-Principal(s).
 - 4.1 The Management Team having received all the input, will meet and will make a decision as to what will be best for the pupil. The outcome will be communicated to the parents by the H.O.D of Foundation Phase and relevant Grade Controller or the Vice-Principal of Academics and Vice-Principal of Student Affairs and the relevant Grade Controller.
5. Should a request come directly to the Principal and or to a Management Team Member, the request will be send to the Grade Controller and the Phase Psychologist. The Grade Controller will address the request and follow the outlined process.
6. Copies of all class lists are given to the Principal of the Primary School and members of the Management Team by each Grade Controller.

Mrs Sophia Zachariou
Principal: Primary School

Mr Warwick Taylor
Executive Headmaster