

CLASS PLACEMENT POLICY

RATIONALE:

All students will be placed in a supportive class environment where teacher, parents/caregivers and students are in partnership to achieve their very best learning.

AIM:

To explain to our school community how the school manages the process of class placement, including requests, for the following school year.

IMPLEMENTATION:

The process that Findon Primary School works through to plan each student's class placement begins months before the end of the school year.

The main considerations when placing a child in a future class group include:

1. Gender balance (as much as possible)
2. Mixed ability groups using academic, social/emotional and behavioural considerations
3. Student friendship groups

Findon Primary School understands that in certain situations, parents/caregivers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Findon Primary School recognises the importance of fostering and maintaining friendship groups. The school also understands that it is equally important for students to mix and learn with peers who have different interests. Each year, students are provided with the opportunity to nominate three students they would like to be placed with in the following year. Of these three nominations, students will receive one of their friends the following year. In circumstances where this is not possible, the Principal will make contact with the family.

If parents/caregivers would like to request that their child be placed in a class with a particular friend or friends, this request must be made directly to the Principal, in writing, by the end of October of the year prior so considerations regarding the request can be made when organising classes for the following year.

Any requests must outline who parents/caregivers would like their child to be placed with and why. The school will not always be able to accommodate class placement requests, but will endeavour to take wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Findon Primary School are caring and committed educators and the school strives to ensure that all students are provided with a high quality education.

Whilst Findon Primary School appreciates that parents/caregivers may believe their child would benefit from being placed in a class with a particular teacher, the school is unable to consider these requests. Our school's leadership team has an in depth understanding of each teacher's strengths and will always endeavour to place students with teachers who are best placed to suit their needs. Findon Primary School does not reallocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

Findon Primary School will regularly promote students to the next year level and will exercise professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Findon Primary School considers it is required for the

long term benefit of the student e.g. considering their social, wellbeing and academic needs. The school will ensure that parents/caregivers are advised of the options that are considered to best meet individual student needs. Students will not repeat a year level without the consent of parents/caregivers.

Students will meet their new class and teacher/s (where possible) during the final weeks of school. Parents/Caregivers will be formally notified about their child's placement in writing.

EVALUATION

This policy will be reviewed as a part of the school's three year review cycle. The policy will be communicated to the community as a part of the ratified policies listed in the newsletter, via the school website, upon request through the school office, through snippets in the newsletter and as a part of individual family conversations as required. The policy will be tabled at staff briefing and discussed during the placement process.

REFERENCE

School Policy and Advisory Library (PAL) – Repeating a Year Level
<https://www2.education.vic.gov.au/pal/repeating-year-level/policy>