

CLASS PLACEMENT



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

POLICY

The process that Eastwood Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Eastwood Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

Requests for class placements;

- must be made in writing, outlining who you would like your child to be placed with and why.
- will only be considered in relation to your own child and it is not appropriate to involve other students.
- need to relate to social, academic and/or behavioural needs of students.
- must be addressed to the Principal.

We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Students will be given the opportunity to nominate two or three friends they would like to be with, the following year. No guarantees are given that they will be placed with their nominations however every reasonable attempt will be made to pair them with at least one friend.

It is important to note in some circumstances pairing a student with another may be detrimental to the learning environment of the student or class. In such situations requests will not be granted.

Requests for placement with certain teachers

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

Whilst we appreciate that you may believe that your child would benefit from being placed in a class with a particular teacher, it is inappropriate to make such requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate 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 [only include this section if it is an issue for your school]

Our school will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement – see [Attendance](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Eastwood Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

REVIEW CYCLE

This policy was last updated on 20 October 2021 and is scheduled for review in 2023.