



CLASS PLACEMENT POLICY

PURPOSE

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

POLICY

Allocation of students to classes is ultimately the responsibility of the Principal Class team, in collaboration with staff. We aim to develop well balanced classes, taking into account student's social, academic and behavioural needs. We support students in understanding that working with different and diverse people is a natural part of life that will encourage them to build resilience and thrive.

The process that Sandringham East 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.

The Principal Class team, along with the Consultative Committee, will determine the number of classes for the following year, class sizes and the year level compositions. Class sizes will follow the DET guidelines and emphasis will be given to creating classes that value diversity and inclusion.

We encourage student voice by consulting with them in this process, empowering them to identify peers that they learn well with. We support students in understanding that working with different and diverse people is a natural part of life that will encourage them to build resilience and thrive. In collaboration with their teacher, students will nominate a short list of best learning partners for the following year. Where possible, students will be placed with at least one of the peers they nominate.

Staff will be required to work collaboratively to create class lists of students. This process will be overseen by the Principal Class team. Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents and carers prior to the end of term 4. Staff members will not disclose the composition of proposed classes prior to any formal announcements. Following finalised class placements, current and future teachers will engage in a comprehensive handover of student information.

Requests for placement with friends

Sandringham East 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.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by November 1st of the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why.

All requests must be via direct email to Laureen Walton, Laureen.walton@education.vic.gov.au.

Requests must be re-submitted each year, if the reason for the request is still applicable. A reminder to parents/carers will be placed in the school newsletter, and sent via Compass, at least one fortnight before the due date.

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

Requests for placement with certain teachers

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

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are unable to accommodate these 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

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.

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 Sandringham East 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	School Council
Next scheduled review date	February 2025