Class Placement Policy

PURPOSE

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

Classroom teachers and the leadership team work together to determine class placements based on social, emotional and academic needs of students to ensure classes are balanced and will provide optimal learning and teaching for all.

The process that Woodville Primary School works through 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

Woodville 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 October 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. Requests can 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.

Requests for placement with certain teachers

All teachers at Woodville Primary School are caring and committed educators and Woodville 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 generally unable to accommodate these requests. Our school's leadership team, which includes leaders from each year level, 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 *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 Woodville 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.

REVIEW CYCLE

This policy will be reviewed as part of the school's three-year review cycle

This policy was last presented by School Council in **July 2018**