

# CLASS PLACEMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Glendal Primary School.

## PURPOSE

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

## POLICY

The process that Glendal 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/carers may like to request that their child be placed with a particular friend or have the opportunity to specify their child's particular learning needs.

### Requests for class placement

Glendal 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/s (or separated from a particular child/ren), please ensure that you make this request by the date in November indicated by the Principal so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing to the Principal only, and not the classroom teacher or office staff, outlining who you would like your child to be placed with and why. We will not always be able to accommodate class placement requests but will endeavour to consider your wishes where possible.

Students are asked to record five friends in Term 4, and they will be placed with one or more of these friends. Teachers will ensure that all selected friends are enrolled at Glendal in the following year. Our preference is also to place students in a class with other familiar children.

### Requests for placement with certain teachers

All teachers at Glendal Primary School are caring and committed educators and Glendal 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 consider 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/Carers 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 Glendal School considers it is required for the long-term benefit of the student, e.g. considering their social, well-being 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 and the Principal. The Department does not recommend that students repeat (see the policy above).

## COMMUNICATION

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

- Available publicly on our school's website
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October, 2024
Approved by	Principal
Next scheduled review date	October, 2028