

CLASS PLACEMENT

NOVEMBER 2023 - 2027



Help for non-English speakers

If you need help to understand the information in this policy please contact 9726 4454.

PURPOSE

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

POLICY

The process that Rolling Hills 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

Rolling Hills 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, when invited 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, 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 Rolling Hills Primary School are caring and committed educators and Rolling Hills 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 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.

COMMUNICATION

- Available publicly on school website
- Included in staff induction processes (USB)
- Included in our staff handbook (USB) / Compass School Documentation
- Hard copy available from school administration upon request
- Included in transition and enrolment packs
- Annual reference in school newsletter – Term 4

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	October 2027