**CLASS PLACEMENT POLICY**

**Purpose**

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

**POLICY**

The process that Warrandyte Primary School works through to plan each student’s class placement begins well 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 composition of classes is a complex and delicate balancing act; taking into account teacher recommendations, friendships, learning styles and needs, suitability of teacher, combinations of children and a range of other factors.

Requests for placement with friends Warrandyte 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 and learning needs. When a class level is to be mixed the following year, students are given the opportunity to list five friends they would like to be in their class next year. We guarantee to place your child with at least one person from their list. We do not give preference to gender or the order in which friendships are listed. In the event we cannot place your child with children from their list, parents/carers will be contacted to discuss the class placement.

**Requests for placement with certain teachers**

All teachers at Warrandyte Hill Primary School are caring and committed educators and Warrandyte 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, or it may be at the expense of nominated friendships. 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.

A Parent Request Form will be provided by the school via Compass each year by the date designated by the school for any parents to use who want to communicate special requests. WPS doesn’t want any child to be disadvantaged in regard to class placement due to a request by a parent/carer.

Only in exceptional circumstances will a change be made to class allocation once published. Requests for students to repeat a year, WPS 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 <https://www2.education.vic.gov.au/pal/repeating-year-level/resources>

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 Warrandyte 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.

Students, parents and caregivers will be advised of grade allocation at least three school days prior to the conclusion of the school year. Students will be given the opportunity to meet with their future teacher at a planned transition session late in Term 4.

**Review**

This policy will be reviewed by the school council at least every 3 years, or earlier in special circumstances. This policy was ratified in May 2015 and is scheduled for review in October 2027.

# Review and approval

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| Plan last reviewed | October 2024 |
| Consultation | Consultation with Consultative Committee |
| Approved by | Principal |
| Next scheduled review date | October 2027 |