CLASS PLACEMENT POLICY

## **Purpose**

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

## **RATIONALE**

All students will be placed in a supportive class environment where teacher, parents/caregivers and students are in partnership to achieve their very best learning.

## **Policy**

The process that Warrandyte Primary School works through to plan each student’s class placement begins months before the end of the school year. As a small primary school, we are bound by the number of classes, the configuration of these classes and the allocation of our teachers to classes.

All teachers at our school are caring and committed educators and we strive to ensure that all students are provided with a high-quality education.

The composition of classes is a complex and delicate balancing act; considering teacher recommendations, friendships, learning styles and needs, suitability of teacher, combinations of children and a range of other factors. We may have composite or a mixture of composites and straight classes. No child’s education is impacted by the structure of a grade as all teachers teach students on a continuum of the Victorian Curriculum and not just at the year level they are in. As such, one class can have a range of abilities being targeted of up to 4-5 levels, in both straight and composite classes.

**Student consultation 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.

When a class level is to be mixed the following year, students are given the opportunity to list five friends they believe that they will learn well with and 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 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 consider that your child would benefit from being placed in a class with a particular teacher, we are generally unable to consider these requests. As a small school teachers requests are very difficult to grant. Our 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.

**Parent requests for class/friendship placement.**

If parents/caregivers would like to request that their child be placed in a class with a particular friend or friends, this request must be made directly to the Principal, in writing, by the end of October of the year prior so considerations regarding the request can be made when organising classes for the following year. Any requests must outline who parents/caregivers would like their child to be placed with and what the educational and/or emotional advantages are that will benefit their child.

We ask that due consideration is given to the the other student(s) involved and that the combination will benefit all of the student(s). The school will not always be able to accommodate class placement requests. No child will be disadvantaged in regard to class placement due to a request by a parent/carer, but we will endeavour to take wishes into consideration where possible.

**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 – [Attendance Policy](https://www2.education.vic.gov.au/pal/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 will only repeat a year level in exceptional circumstances where our 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.

**Transition to the next year level.**

Warrandyte Primary School staff will provide a comprehensive transition program for all students during December. Students will visit their new year level classrooms several times during the last month of term 4. In the last week of December, all students will visit their new classroom and meet their new teacher and classmates. Details regarding these arrangements will be provided in the newsletter. Any new students to the school will be invited to attend some or all of these transition sessions.

**REFERENCE**

School Policy and Advisory Library (PAL) – [Repeating a year level](https://www2.education.vic.gov.au/pal/repeating-year-level/policy)

**Review cycle and evaluation**

This policy will be reviewed as a part of the school’s three year review cycle. The policy will be communicated to the community as a part of the ratified policies listed in the newsletter, via the school website and upon request through the school office. The policy will be tabled at staff briefing and discussed during the placement process.

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| This policy will be presented to the School Council for their information. | |
| Last Review Date: | October 2021 |
| Next Review Date: | October 2024 |
| Approved By: | Principal |
| Policy Owner: | Principal |
| Review Cycle: | 3 years |