



Class Placement and Transition



Help for non-English speakers

If you need help to understand the information in this policy please contact
Warrnambool East Primary School - 55624100.

PURPOSE

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

POLICY

Moving to a new class with a new teacher is a natural part of school life and the learning journey. While this process often brings feelings of excitement, it can also bring some nervousness, which are both normal responses to change.

At Warrnambool East Primary School, we know that clear and timely communication, care, respect, confidentiality, and an understanding of different perspectives all contribute to helping students manage transitions smoothly. A collaborative approach between home and school supports our students to feel confident and ready for the year ahead.

Class Placement Guidelines at Warrnambool East PS

When forming class groups for the following school year, staff at Warrnambool East Primary School follow a thoughtful and thorough process. The aim is to create balanced, inclusive, and supportive learning environments where all students can thrive.

Key factors that guide student placement include:

- **Academic levels** – ensuring a mix of abilities to support peer learning
- **Social, emotional, and behavioural needs** – taking into account individual student wellbeing
- **Peer relationships** – including both positive friendships and any relationships that may require separation
- **Teacher recommendations** – based on professional observations and knowledge of student needs
- **Class sizes and available groupings** – working within the structure of year level teams

- **A range of interests and strengths** – to create diverse and dynamic classroom communities

Our goal is to make class placement decisions that are in the best learning and wellbeing interests of all students.

2026 Classroom Structure - Our class groupings for 2025 will be organised as follows:

- Foundation – 4 class groups
- Year 1 - 4 class groups
- Year 2 - 3 class groups
- Year 3 - 3 class groups
- Year 4 - 3 class groups
- Year 5 - 3 class groups
- Year 6 - 3 class groups

We look forward to working together to support your child through a positive and smooth transition into their 2026 class.

To support the above arrangements, the following organizational information for our Transition and Class Placement Programs are listed.

Transition is defined as the movement of students to other classrooms in preparation for the next school year.

‘Step Up’ Transition Program (Foundation to Grade 5)CI

At Warrnambool East Primary School, we are committed to supporting students through the process of change as they move into new classes each year. As part of this, our **Step Up Transition Program** plays an important role in preparing students for the year ahead.

The Step Up program provides students with the opportunity to:

- Spend time in their new learning space
- Begin building relationships and classroom routines
- Ask questions and share any worries they may have

This program helps ease feelings of uncertainty and builds a sense of excitement and readiness for the new school year.

The **Step Up Transition Program** dates and times are as follows;

- Week 7 - Tuesday 18th November from 9.15-10.45
- Week 8 - Tuesday 25th November from 9.15-10.45
- Week 9 - Tuesday 2nd December from 9.15-10.45
- Week 10 - Tuesday 9th December from 8.50am -3.20pm

NB – students will meet their 2026 teacher on Tuesday 9th December, 2025.

NB: The class groupings during the Step Up Program will be fluid and may change from week to week. The final class arrangements will be confirmed on Tuesday, 9th December 2025.

NB: Current Year 6 students will support the classes during the transition period, with a focus on developing their leadership capabilities.

Class Placement Notification to Parents/Carers

Parents and carers will be notified of their child's 2026 classroom teacher on **Monday, 8th December**. A letter will be sent home outlining:

- All teacher allocations across the school
- Where students should go on **Transition Morning**
- Where to collect your child at the **end of the school day on Transition day**

This letter is designed to support a smooth and confident start to the Statewide Transition Day and the new school year.

Requests for placement with friends – Student Voice

At Warrnambool East Primary School, we recognise the importance of fostering and maintaining friendship groups. We also understand the value of students having opportunities to mix, collaborate, and learn with peers who have different interests and strengths.

In Week 3 of Term 4, students will be invited to write a list of 5 good learning friends (meaning, peers they learn well with) they would like to be placed with in the following year. This input will be carefully considered by teachers when forming balanced and supportive class groupings.

Teachers will make every effort to place your child with at least 1 or 2 friends from their list. We encourage families to have conversations at home to help children thoughtfully select friends who are a good fit for their learning.

Parent/Carer Input into Class Groupings

We understand that, at times, there may be valid reasons for requesting that your child is or is not placed in the same class as a particular student.

To request that your child **is or is not** in a class with another student, please collect a '**green form**' from the school office. Complete the form, providing a detailed and well-reasoned explanation, seal the form in an envelope and address it to Marina Milich – Principal, then submit it to the school office by **(and no later than) Thursday 30th October, 2025**. Forms will be available to collect from the office from Monday 13th October.

While WEPS will consider your request, it's handled on a case-by-case basis and isn't guaranteed, as we must also consider the needs of all other students.

Please note: Any class allocation requests made in previous years will not be considered. Only requests submitted for the upcoming school year will be reviewed.

All requests will be carefully considered, however, they cannot be guaranteed. Our primary focus will always be on supporting your child's wellbeing and learning.

Requests for placement with teachers

All teachers at Warrnambool East PS are caring and committed educators and we strive to ensure that all students are provided with a 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.

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 Warrnambool East PS 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.

Resources to support your child/children with transition to a new grade

SchoolTV- The SchoolTV platform provides an extensive range of wellbeing resources for parents, covering many topics, including School Transitions, Resilience and Anxiety. This resource is available via the link on our school website.

[School Transitions | Warrnambool East Primary School](#)

[School refusal: children & teenagers | Raising Children Network](#)

COMMUNICATION

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	September, 2025
Approved by	Principal – Marina Milich
Next scheduled review date	September, 2026

Transitions in learning communities

The transition to a new learning environment is a major event in a child or young person's life.

What are transitions?

Transitions are periods of change and continuity. They are a period where children and families are faced with adapting to new circumstances, expectations, people, environments and routines. Transitions are an important time to consider continuity between environments, expectations and relationships.

The transition to a new learning environment usually brings changes to a child or young person's relationships, physical and social environments and daily routines. Transitions also bring challenges and opportunities for social and emotional learning.

This is also a time where educators, schools and early learning services adapt to their new entrants and respond to their needs.

While education transitions can bring exciting opportunities, some children and young people, and their families and communities, can find these changes stressful. Ideally, learning communities start to prepare for a transition in the year (or years) before the change.

Impact of transitions in education

Change can impact people in many ways and some children and young people can find it stressful.

Transitions in education require children and young people to adapt to new circumstances. The experience is different for everyone, and some children and young people, and their families, may need extra support.

There are many ways that educators and families can support children and young people make positive transitions to early learning services and schools, including by identifying

when support is required, and how to access and offer support.

Types of transitions

These are some common transitions in learning communities:

- [Transitions for babies and toddlers](#)
- [The transition to early learning settings: ages 3–5.](#)
- [The transition from early learning settings to primary school.](#)
- [The transition from primary to secondary school.](#)
- [The transition from secondary school.](#)

Children and young people also experience transitions throughout their day, with children in early learning settings experiencing room transitions, transitions between indoor and outdoor play, transitions during care routines, supported self-care and end-of-day to home transitions. These fact sheets provide information on how educators can support children, young people and families at these times, including those who might require more support.

Bibliography

Visit [Transitions in learning communities](#) for a list of references for this Fact Sheet



Be You acknowledges the Traditional Custodians of all the Lands on which we work and learn. We recognise their deep and ongoing connection to Country and pay our respect to Elders, past and present.