



CLASS PLACEMENT

PURPOSE

To form well balanced classes of children that take into account the social, emotional, academic and physical needs of each child.

To ensure that optimum use is made of the prior knowledge that teachers, parents and other professionals have of each child prior to class placement.

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

POLICY

The process that Gardenvale 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.

Requests for placement with friends

Gardenvale 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 by November of the year prior so that we can consider your request in organising our classes for the following year. The exact dates will be noted in the newsletter and no requests will be considered after this date.

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 Janine Hall Principal or Julie Pitts Assistant Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible. Students will also be asked to nominate a short list of friends they would like to be with and work well with, the following year.

Requests for placement with certain teachers

All teachers at Gardenvale Primary School are caring and committed educators and they strive 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 leaders have 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.

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 – see [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 are only able to repeat a year level in exceptional circumstances where Gardenvale 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.

Allocation to classes by year level teachers

The process of forming classes for the following year will commence in November. Teachers at each year level will be required to create draft classes of students.

The following factors will be considered when allocating students to classes:

- each class within a year level must have an even distribution of students of differing levels of ability
- specific learning needs, including learning styles of students and social needs
- behavioural issues
- friendship patterns and social compatibility
- gender balance

Parents will be informed of their child's class placement and teacher for the following year, where possible, prior to the end of the school year.

REVIEW CYCLE

This policy was last updated in June 2019 and is scheduled for review in June 2023.