



# 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 Orchard Grove 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

Orchard Grove 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, this should be based on educational grounds. Please ensure that you make this request by our nominated date, this is normally around the end of October of the year prior 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 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. Students also get the chance to nominate five friends they would like to be with the following year. We assure them they will get at least one student from this list.

### Requests for placement with certain teachers

All teachers at Orchard Grove Primary School are caring and committed educators and Orchard Grove 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.

## **Requests for students to repeat a year**

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 Orchard Grove 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.

## **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 staff handbook
- Reminder in our school newsletter
- Hard copy available from school administration upon request

### **Review Cycle And Evaluation**

Ratified by School Council July 2022

Schedule for review in 2025