



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 Diamond Creek 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 student, or separated from a particular student, for specific social or educational reasons.

Requests for placement with friends

Diamond Creek 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 a parent would like to request that their child be placed in a class with a particular friend or friends to alleviate specific learning or social issues, they must ensure that they make this request by the date designated in correspondence to parents regarding this process. Late requests will not be considered when organising our classes for the following year.

Requests for class placements must be made in writing, outlining the students whom parents would like their child to be placed with and why (must only be to alleviate specific learning or social issues), or (for the same reason), students they would like their child separated from and why. Requests must be discussed with the current classroom teacher and then upon the recommendation of the teacher, those requests must be put in writing and addressed to the Principal who will ensure requests are considered by the teaching teams when formulating the grades. There will be times where the teachers will not always be able to accommodate class placement requests, but they will endeavour to take parent wishes into consideration where possible.

In addition to the opinion of the teachers based on their experience from teaching students for the current year, as to which students would be best combined with others, information also will be collected from students. Each year every student will be asked to nominate a certain number of classmates/friends whom they feel they are able to work well with for consideration to be in a grade with in the following year.

Requests for placement with certain teachers

All teachers at Diamond Creek Primary School are caring and committed educators and Diamond Creek Primary School strives to ensure that all students are provided with a high quality education.

Whilst we appreciate that parents may believe that their child would benefit from being placed in a class with a particular teacher, we are generally unable to consider accommodation of these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place 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, critical 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 Diamond Creek 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.

EVALUATION AND REVIEW

This policy is listed for review as per the school's policy review schedule.