Colac South West Primary School 4775

Respect Engage Achieve Care Honesty

Colac South West Primary School is a Child Safe School

CLASS PLACEMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the Colac South West Primary School office.

PURPOSE

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

POLICY

The process that **Colac South West 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

Colac South West 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 October of the year prior so that we can consider your request in organising our classes for the following year.

It is important that parents and carers keep in mind that owing to the size of our school and the number of classes, accommodations cannot always be met but we will endeavour to take your wishes into consideration where possible.

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 the Principal or email: colac.sw.ps@education.vic.gov.au

Requests for placement with certain teachers

All teachers at **Colac South West Primary School** are caring and committed educators and we 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 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 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 Colac South West 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
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Approved by	Xavier Davis, Principal - July 2026
Next scheduled review date	July 2030