

CLASS PLACEMENT



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

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

POLICY

The process that Drouin South Primary School works through to plan each student's class placement begins months before the end of the school year. This includes looking at the number of predicted enrolments, determining how many class groups can be costed within the School Resource Package and determining what groups will be formed based on numbers at each year level as well as educational and social factors within each year level. Once these structures are established, teachers, within their professional learning teams, place students into appropriate groups based on a range of factors including the following:

- Special abilities and needs
- Social and physical maturity
- Gender balance
- Friendship groups and friendship nominations from students
- Previous class placements
- School Professional recommendations eg. School Psychologist
- Information supplied by parents and/or support groups.
- Academic performance

Requests for placement with friends

Drouin South 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.

During November each year, students are asked by teachers to name friends they would like to be placed with in a class the following year. We ask them to think about the friends that they can learn best with. When placing students into grade groups, teachers do their best to ensure that at least one of the nominated friends is included in their class group.

Also during November, parents are asked through the school newsletter to contact the school in writing with any educational or social information that parents would like the school to know about to take into consideration when class groupings are arranged. It is important that this information is placed in writing (eg. Email) and provided to the school by the closing date as specified.

Please note that whilst we will take the information you provide into consideration, it is not always possible to meet all requests.

Final adjustments to classes are made prior to the Transition Day which is held on the second last Tuesday of Term 4. This is when students and parents are notified of their grades and teachers for the following year.

Requests for placement with certain teachers

All teachers at Drouin South Primary School are caring and committed educators and Drouin South 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 Professional Learning Teams and School Improvement Team 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 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 Drouin South Primary School considers it is required for the long-term benefit of the student eg. 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.

Please note that in all cases, the final decision for class placement remains primarily with the principal.

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
- Referred to in the parent and staff information handbooks
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	Principal
Next scheduled review date	July 2025 (4 Years)