Class Placement Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact school office on 51271512 or moe.ps.south@education.vic.gov.au.

Purpose

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

POLICY

The process that Moe (South Street) 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

Moe (South Street) 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.

Due to the nature of our school and our school grade structures, we are unable to accommodate requests from parents and guardians in relation to placement with friends or in a particular class.

Requests for placement with certain teachers

All teachers at Moe (South Street) Primary School are caring committed educators and Moe (South Street) Primary School strives to ensure 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 accommodate or consider these requests. When deciding class placements for the net academic year, the Principal and Assistant Principal, have an in-depth overview and understanding of the school's context and 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 extreme, exceptional circumstances arise. Parents will be advised of the situation if it arises.

When placing students into classes, our school takes into consideration a number of potential topics, including but not limited to the following:

- Siblings
- Gender balance
- Class sizes
- Number of years with a particular teacher
- Student friendships

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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 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 Moe (South Street) 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 and Sentral
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Date Implemented	9/11/2022
Approval Authority (Signature and date)	9/11/2022
Consultation	Staff Meeting - 18/10/2022 Policy Team - 2/11/2022
Dates Reviewed	
Responsible for Review	Policy Coordinator, Principal
Next Review Date	November 2026