



TRARALGON SOUTH PRIMARY SCHOOL CLASS PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 5195 5244.

PURPOSE:

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

POLICY:

1. The process that Traralgon South Primary School works through to plan each student's class placement begins months before the end of each 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.
2. **Requests for Placement with Friends:**
 - a. Traralgon 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.
 - b. 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 the beginning of November of the year prior so that we can consider your request in organising our classes for the following year.
 - c. 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. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible.
 - d. Students will also be provided an opportunity to nominate a shortlist of friends they would like to be with, for the following year.
3. **Requests for Placement with Certain Teachers:**
 - a. All teachers at Traralgon South Primary School are caring and committed educators and our school strives to ensure that all students are provided with a high quality education.

- b. 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 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.
- c. Traralgon South Primary School will 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.

4. Requests for Students to Repeat a Year Level:

- a. Our school will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement – see [Repeating a Year Level](#) policy.
- b. 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 Traralgon South Primary School considers it is required for the long-term benefit of the student (e.g.) considering their social, wellbeing and academic needs.
- c. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs.
- d. Students will not repeat a year level without the consent of parents/carers.

REVIEW CYCLE:

This policy was last ratified by School Council on 20 June 2022 and is scheduled for review in 2025.