

# Bendigo Primary School 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 Bendigo 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.

The composition of classes is a complex and delicate balancing act, taking into account teacher recommendations, friendships, learning styles and needs, suitability of teacher, combinations of children and a range of other factors.

### **Requests for placement with friends**

Bendigo 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 and learning needs.

When a class level is to be mixed the following year, students are given the opportunity to list three friends they would like to be with in their class next year. We guarantee to place your child with at least one person from their list. We do not give preference to gender or the order in which friendships are listed. In the event we cannot place your child with children from their list, parents/carers will be contacted to discuss the class placement.

### **Requests for placement with certain teachers**

All teachers at Bendigo Primary School are caring and committed educators and Bendigo 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, it may be at the expense of nominated friendships. 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.

Should you have a significant matter to raise in relation to class composition for next year you need to complete the "Parent Input Form to assist with Student Placement", contact the principal for a copy of the form. The form must be returned to the principal by the 1<sup>st</sup> of November. No child will be disadvantaged with regard to class placement due to a request by a parent/carer. Only in exceptional circumstances will a change be made to class allocation once published.

### **Requests for students to repeat a year**

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 Bendigo 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
- Reminders in our school newsletter
- Hard copy available from school administration upon request

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2022
Approved by	Principal
Next scheduled review date	2026

**Parent Input Form to assist with Student Placement.**

This form must be returned to the principal by 1<sup>st</sup> of November.

Dear Parents,

This form is designed for you to use if you would like to provide additional information to be considered regarding your child’s class placement next year. Please provide information about your child’s needs, not a specific teacher’s name. The information you provide will be considered along with teacher recommendations in determining final class placements. Students will be placed in classes based upon a number of factors that include gender, academic achievement, behaviour and social factors. You are not required to complete the Parent Input Form. It is provided for those parents who wish to provide information they feel will be useful in helping us make placement decisions. Completing this form does not guarantee your child will be with a particular teacher or in a particular class.

Student Name: \_\_\_\_\_ Current grade / HIS year: \_\_\_\_\_

Parent/Carer’s Name: \_\_\_\_\_

**Reason for request:**

- Medical
- Social/Emotional
- Specific learning needs

**Details of request:**

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**OFFICE USE ONLY**

Date Received \_\_\_\_\_

