



CLASS PLACEMENT POLICY

PURPOSE

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

Classroom teachers and the leadership team work together to determine the class placements based on social, emotional and academic needs of students to ensure classes are balanced and will provide optimal learning and teaching for all.

Staff meet in Term 4 to establish the classes for the following year. We understand that in certain situations, parents and carers may like to request their child be placed in a class with a particular friend.

GUIDELINES

Teachers of the current and past year levels make recommendations about where to place students for the following year. Murrumbeena Primary School uses the following guidelines when allocating students into classes (in no particular order):

- A range of academic abilities
- Equitable distribution of students with health needs
- Equitable distribution of students requiring behaviour management
- Consideration given to student friendships
- Age and gender balance
- Equitable distribution of numbers across a year level
- Appropriate distribution of students from non-English speaking backgrounds
- Recognition of parental consultation and student consultation regarding class placement or multiple births
- Consideration of access to the physical learning environment for students with a disability/ special needs.

REQUESTS FOR PLACEMENT WITH FRIENDS

Murrumbeena 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.

- Students select five learning buddies towards the end of the year which are taken into account when allocating classes.
- Toward the end of November, the principal advises parents and carers, through the school newsletter, of the opportunity to make a request for the child to be placed with a particular student or NOT to be placed in a class with a particular student.
- Requests for class placements must be in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to the Principal or Assistant Principal.

We DO NOT guarantee class placement requests, will endeavour to take your wishes into consideration where possible.

REQUESTS FOR PLACEMENT WITH CERTAIN TEACHERS

All teachers at Murrumbeena Primary School are caring and committed educators and our school strives to ensure that all students are provided with quality education.

Whilst we appreciate that you may believe your child will benefit from being placed in a class with a particular teacher, we are generally unable to accommodate these requests. Our school's Principal and Assistant Principal have an in depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best suited to their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents/ carers will be advised of the situation should it arise.

REQUESTS FOR STUDENTS TO REPEAT A YEAR LEVEL

Our school will follow the Department of Education and Training policy in the Policy and Advisory Guide on Year Level Movement.

We will promote students to the next year level and will exercise our professional expertise and judgement in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Murrumbeena 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/ guardians are advised of the options that we consider best meet individual needs. Students will not repeat a year level without the consent of parents/ guardians

FINALISING CLASSES

In consultation with staff, final lists are established and teachers are allocated to classes. The ultimate decision rests with the Principal.

Parents and students will be informed of class placements before the end of the year. Students will have the opportunity of visiting their new classroom as part of the Transition process.

Changes will only be made in exceptional circumstances where staff and/ or parents provide information that was not known prior to the exercise.

REVIEW

This policy will be reviewed as part of the school's three year review cycle.