



CLASS PLACEMENT POLICY

Kingsbury Primary School

PURPOSE

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

POLICY

The process that Kingsbury Primary School works through to plan each student's class placement begins months before the end of the school year. As a small primary school, we are bound by the number of classes, the configuration of these classes and the allocation of our teachers to classes.

All teachers at our school are caring and committed educators and we strive to ensure that all students are provided with a high quality education.

Requests for placement with friends

Kingsbury Primary School understands 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. We recognise 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.

If you would like to request that your child be placed in a particular class or with a particular friend or friends, please ensure that you make this request by the start of November of the year prior so that we can consider your request in organising our classes for the following year. We will not always be able to accommodate class placement requests, but will endeavour to consider your wishes where possible. Students are also asked to nominate certain friends that they may wish to be placed with for the following year. Finally, teachers have a very good idea of which students would benefit from being placed with others.

Requests for placement with certain teachers

Whilst we appreciate that you may consider that your child would benefit from being placed in a class with a particular teacher, we are generally, unable to consider these requests. Our 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. 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 *School Policy and Advisory Guide* 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 will only repeat a year level in exceptional circumstances where our 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.

How to make a class placement request

Requests for class placements must be made in writing, outlining the reasons for your request and including the educational advantages that will benefit your child. Requests should be addressed to the Principal and marked Confidential. These requests will be considered along with the teacher suggestions and proposed classes for the following year.

REVIEW CYCLE

This policy was last updated 30th April 2020 and is scheduled for review in April 2023.



School Council President