

Date
July 2019

MELTON WEST 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 STATEMENT

The process that Melton West 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.

IMPLEMENTATION

Melton West 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.

As part of this process children are asked to nominate four students they would like to be placed with in the following year. Every endeavour is made to ensure that student's are placed with at least **one** of these nominated children.

If you would like to request that your child be placed or not be placed in a class with a particular friend or friends, please ensure that you make this request by the first week of November of the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with or not placed with and why. Requests can be addressed to Mrs Michelle Costa. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Melton West Primary School are caring and committed educators and Melton West 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 be placed in a class with a particular teacher, we are generally unable to consider these requests. 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. 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 are only able to repeat a year level in exceptional circumstances where Melton West Primary School considers it is required for the long-term benefit of the student taking into consideration 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.

This policy was last updated on July 19th and is scheduled for review in 2022

Date Reviewed: (School Council Endorsement)	Not applicable
Date of Last Review	July 2019
Next Review Due Date	July 2022
Responsible for Review	Assistant Principal
Frequency of Review	year review cycle
References	Victorian Government Schools Policy Advisory Guide

Primary School