

# MELTON WEST PRIMARY SCHOOL

## CLASS PLACEMENT



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9743 5818.

### PURPOSE

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

### POLICY

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. This policy and process will be communicated through the school newsletter.

#### Requests for placement with friends

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 students are placed with at least **one** of these nominated children.

If you would like to request that your child be placed with or not be placed in a class with a particular friend or friends, please ensure that you make this request by the end of October 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 the Principal. 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. Melton West Primary School's priority is 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 the needs of our students. We generally do not re-

allocate students to different classes during the school year, unless there are extenuating circumstances.

### Requests for students to repeat a year level

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 continue to progress students to the next year level and will exercise our professional expertise, current research 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.

### 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
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2028

Melton West  
PRIMARY SCHOOL