



School No. 4778 Principal: Angela Dawson

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CLASS PLACEMENT



Help for non-English speakers

If you need help to understand the information in this policy, please contact Valkstone Primary School on 03 9570 3986 or valkstone.ps@education.vic.gov.au.

PURPOSE

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

POLICY

The process that Valkstone 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.

Requests for placement with friends

Valkstone 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.

At the end of each year, students will be given the opportunity to create a list of friends that they would like to be placed with. Teachers will endeavour to use this information when allocating students to classes. We will not always be able to accommodate class placement requests but will try to take your wishes into consideration where possible.

Process for requesting placement with friends:

- Teachers will provide students with an opportunity to list friends that they wish to be placed with.
- Students will be informed that they may get one or some of their placement requests. We cannot guarantee that students will be placed with every request on their list.
- Teachers will use the student preference lists to help create classes.
- Student placement request lists need to be kept by teachers until all classes have been settled the following year.

Requests for placement with certain teachers

All teachers at Valkstone Primary School are caring and committed educators and Example 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 unable to accommodate these requests. Our school's Principal 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 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 Valkstone 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
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 4, 2024
Approved by	Principal
Next scheduled review date	March 6, 2028