

Flemington Primary School

Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Flemington Primary School on 9376 7137 or email flemington.ps@education.vic.gov.au

PURPOSE AND RATIONALE

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

POLICY STATEMENT

The process that Flemington 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.

Request for placement with friends

Flemington 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.

In term four each year, students will each be asked to nominate students with whom they work well and wish to be in a class with for the following year. Requests for students to be placed in classes with other students of their choice will be considered, however the teachers and leadership team will not always be able to accommodate preferences when formulating classes.

Requests for placement with certain teachers

All teachers at Flemington Primary School are caring and committed educators and the school strives to ensure every student is 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 unable to accommodate these requests. Our school 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. In these circumstances teachers will discuss options with parents and carers, the student and any student support services.

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 Flemington 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 and 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 and carers.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- 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	December 2023
Approved by	Principal
Consultation	School Council
Next scheduled review date	December 2026