



Class Placement Policy

GLEN HUNTLY PRIMARY SCHOOL

PURPOSE

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

POLICY

The process that Glen Huntly 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 in a class with a particular friend(s) or with a particular teacher.

Requests for placement with friends

Glen Huntly Primary School recognises the importance of fostering and maintaining friendship groups. Glen Huntly Primary School also knows 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 class with a particular friend or friends, please ensure that this request is received by the end of November, so that the request can be taken into consideration when Glen Huntly Primary School organises classes for the following year. It needs to be stressed also that class formation procedures will focus primarily on academic considerations, as referred to subsequently under **Class formation and class placement based on academic considerations**.

Requests for class placements **must** be made in writing, outlining who you would like your child to be placed with and include the reason for the request. Requests can be addressed to Libby Alessi, Principal. **NOTE:** It may not always be possible to accommodate class placement requests, but we will take all requests into consideration.

In late November teachers ask students to write down six friends with whom they would like to work. Teachers endeavour to place students in a class with at least one of their friends.

Requests for placement with certain teachers

All teachers at Glen Huntly Primary School are caring and committed educators and Glen Huntly Primary School strives to ensure that all students are provided with a high quality education.

While parents and carers may believe that their child would benefit from being placed in a class with a particular teacher, we are generally unable to accommodate 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 or accelerate a year level

Glen Huntly Primary School follows the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement – Now entitled: *Repeating a Year Level*:

<https://www2.education.vic.gov.au/pal/repeating-year-level/guidance>

Also please view: Glen Huntly Primary School Attendance Policy:

<https://docs.google.com/document/d/1nLtWXznIL2HnY46UPUSfIDXJrIAkLXep/edit>

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 or accelerate a year level in exceptional circumstances and where Glen Huntly 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 or accelerate a year level without the consent of parents and carers.

Class formation and class placement based on academic considerations:

At Glen Huntly Primary School, teachers and teaching teams collaborate to formulate and place students in class groupings for the next year and consider the following essential factors:

- The academic strength of the group as a whole
- An effective diversity and range of interests, talents and learning styles
- A gender balance in each class.

Teaching teams will always aim to create class groups that offer the best blend and composition based on these types of academic learning factors.

It is therefore important that when parents request that their child be placed in a particular class, that this be based primarily on academic grounds.

REVIEW CYCLE

This policy was last updated in November, 2021 and is scheduled for review in October 2023.