

# CLASS PLACEMENT POLICY

## PURPOSE

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

## POLICY

The process that Ardeer 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, families may like to request that their child be placed with a particular friend or in a particular class.

### Requests for placement with friends

Ardeer 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. Additionally, strong consideration is given to whether keeping certain friendship pairs together is of mutual benefit and requests that may have been made by other parents and carers. However, the final determination of the grade structures and its composition is made by the principal.

Parent requests for class placements based on friendships, must be made in writing (letter or email) to the principal outlining who you would like your child to be placed with/not placed with and why. This is required by Week 2, Term 4. Requests after this time will not be considered. Requests will be discussed with the current year's teacher/s and school leadership. 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 Ardeer Primary School are caring and committed educators and Ardeer Primary School strives to ensure that all students are provided with a high-quality education.

Whilst we appreciate that parents and carers may wish that their child would benefit from being placed in a class with a particular teacher, we are 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

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 Ardeer 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. Parents requesting a repeat school year should do this by Week 5, Term 3, late requests will not be considered. Students will not repeat a year level without the consent of parents/carers. Further information relating to the Department of Education's position on requests for students to repeat a year level can be found [here](#).



## REVIEW CYCLE

This policy was last updated in September 2020 and is scheduled for review in September 2024.