



Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Officer Primary School on 03 5943 2315

PURPOSE

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

POLICY

The process that Officer 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

Officer 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.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by Week 7 of Term 4 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 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 Officer Primary School are caring and committed educators and Officer Primary 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 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 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 Officer 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.

REVIEW CYCLE

This policy was last updated in **November 2021** and is scheduled for review in **October 2024**

TIMELINE FOR CLASS FORMATION PROCESS

TIMING	ACTION	RESPONSIBILITY
TERM 3		
July/August	Seek information from families regarding students who will be transferring to other schools.	Principal Administration and class teachers
August	Provide enrolment projections for following year to DET through the August census.	Principal
TERM 4		
WEEK 3	Collate student numbers for each year level.	Principal, Administration
	Seek staff input for grade structures.	Principal Teaching Staff
WEEK 5	Finalise and submit grade structures to staff.	Principal, Consultative Committee
	Seek teacher preferences.	Principal
	Seek written parent requests.	Principal via newsletter Parents
WEEK 7	Parent requests collated, considered and communicated to PLT Leaders.	Principal
WEEK 8	First draft completed and checked for names and numbers.	PLT Leaders Teaching Staff Administration
WEEK 9	Class lists finalised and entered on CASES21.	Principal PLT Leaders Administration
WEEK 10	Students informed of class placement.	Class Teachers
	Whole school Transition Morning.	Principal All staff