

# Murrumbeena Primary School Policy



## Class Placement Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Murrumbeena Primary School on 9568 1300.

### PURPOSE

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

The process that Murrumbeena 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.

### GUIDELINES

Teachers of the current and past year levels make recommendations about where to place students for the following year. Murrumbeena Primary School uses the following guidelines when allocating students into classes (in no particular order):

- A range of academic abilities
- Equitable distribution of students with health needs
- Equitable distribution of students requiring behaviour management
- Consideration given to student friendships
- Age and gender balance
- Equitable distribution of numbers across a year level
- Appropriate distribution of students from non-English speaking backgrounds
- Recognition of parental consultation and student consultation regarding class placement or multiple births
- Consideration of access to the physical learning environment for students with a disability/ special needs.

### Class Placement Procedure

The class placement process begins in Term 4 and is coordinated by the Principal and Assistant principal. Students are encouraged to select no less than and no more than 5 peers they work well with using a Google Form, to guarantee to place your child with one of their choices.

Parents will be part of the process and are encouraged to listen to and guide their children to make choices that are best for their learning.

Staff members collaborate and use observations, assessments and consultations to place students in optimal learning environments. This takes place in consultation with the Principal and Assistant principal.

Final class lists will be shared with parents before the end of the academic year.

## Communication of the Class Placement Process to Parents and Carers

The school newsletter will advise parents at the commencement of the process to review the Class Placement Policy located on the school website. A further compass post will be sent along with a link to The Class Placement Google Form and the date by which the form must be completed.

### Requests for placement with certain teachers

Parents may not request specific teachers or specific classmates for their child.

All teachers at Murrumbena Primary School are caring and committed educators and our 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.

Parents are involved in the class placement policy by assisting their child in completing the Class Placement Google Form indicating their child's peer choices (minimum 3 and maximum 5) and providing any relevant information. Examples of additional information may include: not being placed with a relative; any specific learning requirements needed for your child or any information relating to the social/emotional needs of your child. **This information must be provided annually.**

### 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 Example 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
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	August 2028