Footscray City Primary School

CLASS PLACEMENT

Help for non-English speakers

If you need help to understand the information in this policy please contact the Office.

PURPOSE

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

POLICY

The process that Footscray City 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

Footscray City 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 respond to the notification from the Principal in 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.

There are times where the placement of a child with 1 of their 5 friends is not able to be delivered and in this case, the school will work closely with the family of this child to secure the best outcome.

Requests for placement with certain teachers

All teachers at Footscray City Primary School are caring and committed educators and Footscray City 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 do not invite such 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.

Footscray City Primary School

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 Footscray City 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.

COMMUNICATION

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

- Available publicly on our school's website
- 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
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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