



EYNESBURY
PRIMARY SCHOOL

Class Placement Policy

2024-2028



CLASS PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school eynesbury.ps@education.vic.gov.au.

Purpose

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

Policy

The process that Eynesbury 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.

It is not to be assumed that information provided to a school in the past in relation to class placement will be considered in current discussions. Previous requests are not kept on record and need to be communicated by families yearly, if necessary.

The placement of students in classes will be made considering some of the following factors, where relevant, for both the student and the cohort:

- Class size
- Academic ability / learning needs
- Gender mix
- Peer and friendship groups
- Sibling divisions
- Behavioural needs
- Special family circumstances or requests
- Social or emotional needs
- Cohort dynamics

Requests for placement with friends

Eynesbury 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.

To support the development of future classes in readiness for the following year, students are

asked to nominate four friend preferences. We ensure that for each student at least one of the friends listed is reflected in final grade structures.

Parent requests for class placements based on friendships or other factors must be made in writing (letter or email) to the school 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 Eynesbury Primary School are caring and committed educators and the 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

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 Eynesbury 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 (or insert other online parent/carer/student communication method)
- Reminders in our school newsletter and or Compass platform
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Approved by	Principal
Next scheduled review date	01/11/2028