

# CLASS PLACEMENT



## Help for non-English speakers

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

## PURPOSE

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

## POLICY

The process that Kurrun 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 have a view on their child's particular needs when class placements are being considered.

### Requests for placement with friends

Kurrun 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. In completing class placements, the individual needs of each student is considered.

Generally, Kurrun Primary School does not consider parent/carer requests for class placements. However, if a parent/carer has information that they believe is important for school staff to be aware of when students are being placed in classes, they are asked to provide this information in writing to the Principal either through emailing the school ([kurrun.ps@education.vic.gov.au](mailto:kurrun.ps@education.vic.gov.au)) or by providing a hard copy to Administration. In order for this information to be considered, it must be received by the Principal by 1<sup>st</sup> November each year for students entering into Grades 1-6 the following year or by November 15<sup>th</sup> for students entering into Prep.

### Requests for placement with certain teachers

All teachers at Kurrun Primary School are caring and committed educators and Kurrun Primary School strives to ensure that all students are provided with a high-quality education.

Whilst we appreciate that parents/carers may consider that their child would benefit from being placed in a class with a particular teacher, we are unable to accommodate these requests. Our school's leadership team have 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. Generally, 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.

## COMMUNICATION

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

- Available publicly on our school's website
- Discussed at staff meetings, as required

- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	18/11/2022
Approved by	Principal
Next scheduled review date	November 2026