



Williamstown Primary School

Class Placement Policy

1. PURPOSE

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

2. SCOPE

This policy applies to all Williamstown Primary School students and families.

3. DEFINITIONS

School means Williamstown Primary School.

4. PROCEDURES FOR IMPLEMENTATION

The process that Williamstown Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in limited and exceptional situations, parents/carers may request that their child be placed with a particular teacher, friend or in a particular class.

Requests for placement with friends

- Williamstown 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.
- At Williamstown Primary School we ask students to reflect on their year as learners and to nominate five 'learning buddies', in November. This list supports the teacher to determine suitable peers to be placed in the grade together. We guarantee that each child will be placed with one of these nominated peers.
- Only in exceptional circumstances (as determined by the Principal), will parent requests for specific friends be considered.

Requests for placements with specific teachers

- All teachers at Williamstown Primary School are caring and committed educators and Williamstown 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 be placed in a class with a particular teacher, we do not 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.

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 Repeating a Year Level (<https://www2.education.vic.gov.au/pal/repeating-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 Williamstown 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.

Considerations and decisions about class placements

- If you have particular and exceptional concerns to do with class placement for your child and you would like the school to consider this information, please ensure you contact the Principal (Andrea Duxson) in writing by the start of November of the year prior.
- We will not always be able to accommodate class placement requests, due to a range of factors, including the privacy of other students and families at the school.
- All decisions about class placements are final, once grades are confirmed.

5. REVIEW AND POLICY HISTORY

This policy is due for formal review in November 2024 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
November 2020	New policy	No	No	Not required