



WILLIAMSTOWN PRIMARY SCHOOL

Class Placement Policy



Help for non-English speakers.

If you need help to understand the information in this policy please contact Williamstown Primary School 9397 1248.

PURPOSE

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

POLICY

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 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

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 October. This list supports the classroom teacher, specialist teachers, and the school's leadership team in determining suitable peers to be placed in the grade together. We guarantee that each child will be placed with at least one of these nominated peers. In some instances, the school leadership team will discuss the suitability of the five chosen 'learning buddies'. A student may be asked to nominate more than five to help ensure a suitable learning buddy is found.

Due to the complexities of this process, the school cannot take friend requests. Should you wish to raise a concern about your child's placement for the following year, please ensure that this concern is communicated by the end of Week 3 of Term 4. Please be aware any concerns taken after this date may not be taken into consideration. Requests must be in writing and sent to the principal via email Williamstown.ps@education.vic.gov.au or Mathew.montebello@education.vic.gov.au



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Please be aware that if you raise a concern one year and wish to address it again in the future, you must follow the same procedure each year to ensure it is properly considered. This includes concerns from previous years.

Requests for placement with certain 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 would benefit from being placed in a class with a particular teacher, we are 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.

Please be aware that if you raise a concern one year and wish to address it again in the future, you must follow the same procedure each year to ensure it is properly considered. This includes concerns from previous years.

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 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.

COMMUNICATION

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

- Available publicly on our school's website
- Annual reminder 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



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Policy History

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