



NEWLANDS PRIMARY SCHOOL

CLASS PLACEMENT POLICY

Rationale:

Students' learning is enhanced when staff skills are optimised and individual student requirements are considered prior to the formation of class groups.

Aims:

- To give each student the opportunity to be part of a class in which everyone's learning is optimised
- To form well-balanced classes that take into account the social, emotional, academic and physical needs and characteristics of each student
- To explain to our school community how we manage requests for class placements, for the following school year.

The process that Newlands 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

Newlands 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 make this request by October 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, Ross Dudgeon. 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 Newlands Primary School are caring and committed educators and Newlands 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 may be unable to meet these desired 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 *School Policy and Advisory Guide* on Year Level Movement – see [Attendance](#) 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 Newlands 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.

Additional

- The Leadership team will inform relevant staff of parent input prior to the formation of the classes
- Under exceptional circumstances, the Principal may re-organise classes throughout the year
- After considering the educational philosophy of the school, the number of student numbers in each year group and the effective balance of social, emotional, academic and physical needs of the students, the Principal and staff will determine the number of classes, the structure of class groupings and class sizes for the following year. Decisions about class structures will be based upon student enrolment staffing allocation and available funding
- The allocation of students and class composition are the responsibility of the Principal and staff
- Staff members will not disclose the proposed student placements and/or class structure without Principal or Assistant Principal consent
- Students who enrol during the year will be allocated to a class in accordance with the student's needs, gender and existing class numbers. There may be a need to alter the placement once further information regarding the student is known

Policy last reviewed	2022
Consultation	Not Required
Approved by	Principal
Next scheduled review date	2026

