



## COBURG WEST PRIMARY SCHOOL Class Placement Policy

Last Reviewed: November 2023

Review Due: November 2027



### Help for non-English speakers

If you need help to understand the information in this policy please contact [coburg.west.ps@education.vic.gov.au](mailto:coburg.west.ps@education.vic.gov.au) or call 9386 1286.

### PURPOSE

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

### POLICY

**The process that Coburg West 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 learning partner or in a particular class.**

#### Requests for placement with friends

Coburg West Primary School recognises the importance of fostering and maintaining friendship group/s/ learning partner/s. 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/s/ learning partner/s, please ensure that you make this request early in Term 4 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 and/or Assistant Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

At Coburg West Primary School we provide an opportunity for each student to nominate a short list of working partners they would like to be with, the following year.

#### Requests for placement with certain teachers

All teachers at Coburg West Primary School are caring and committed educators and Coburg West 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 guarantee that these requests are met. 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. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents/carers 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 Coburg West 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.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	November 2027