

## CLASS PLACEMENT POLICY



### Help for non-English speakers.

If you need help to understand the information in this policy, please contact 9740 8666

### PURPOSE

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

### POLICY

At Sunbury West Primary School, we strive to make student transition from year to year as seamless as possible. Our staff work collaboratively, within and across teaching levels to ensure that future class groupings are determined with the utmost consideration in relation to student learning, engagement, and wellbeing.

The policy aims to provide a consistent and transparent process for the placement of students in classes. 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.

The school commences its future planning as soon as practicable in Term 4, when workforce planning and budgeting information is available.

### Balanced Student Sorting System

We ensure a balanced classroom placement environment by utilising a class placement sorting program. This program considers all the information provided by the classroom teacher and other staff in the school. Using the program certifies that we address all areas and concerns equally.

We utilise this program to create balanced grade levels using:

- Number of students
- Genders
- Academic achievement
- Work Habits
- Social and Emotional interactions – either positive or negative
- Friends and students who work well together.

TOGETHER WE LEARN | TOGETHER WE GROW

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### **Placement with Friends**

Sunbury West 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.

As we use a class sorting program, students are given the opportunity to **nominate THREE (3)** friends they would like to be with the following year. This program will **guarantee at least ONE (1)** nominated friend in their next year's class. This system works as three equal friends, the school does not prioritise a list system. This means that a student has equal chance to be with either the number one friend or the number three friend.

This program will also consider the other students' friend's nominations, if another student selects different friends than your child this will factor into the class creation process. Please make sure you have a discussion with your child/ren about which three friends they would like to nominate as their chosen friend list. We encourage students to choose friends they work well with in the classroom setting.

**The parent's written request for friendships will not be considered.**

### **Requests for placement with certain teachers**

All teachers at Sunbury West Primary School are caring, and committed educators and Sunbury 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 consider 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 reallocate students to different classes during the school year.

Students will not have the same teacher more than twice if possible. We will attempt, where possible and practicable, to ensure that children do not have the same teacher in consecutive years unless it is unavoidable or deemed that it is in the best interests of the child.

### **Class Notification**

Families will be notified regarding student grade placement by the end of the school year.

### **Students leaving the school.**

The school requests that parents notify the school as early as possible regarding students leaving the school. This helps with the process of completing grade lists and friends of the student not nominating them for their class next year.

All children will have the opportunity to meet their new teacher, where possible before the end of the school year. New children and teachers are invited to attend these sessions.

## COMMUNICATION

Where it is considered that special circumstances may have a significant impact on a child's educational, social or personal development, parents may wish to make an exceptional request regarding their child's placement. **Any correspondence from parents regarding grade placements must be forwarded, in writing (email or hand written) directly to the School Principal. These requests must be received by no later than 1st November.**

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

- Available publicly on our school's website
- Discussed at parent information nights/sessions.
- Reminders on our school Compass news feed
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal
Next scheduled review date	October 2027