

CLASS PLACEMENT



Help for non-English speakers.

If you need help understanding this policy's information, don't hesitate to contact Berwick Chase Primary School at 9707 7799 for further assistance.

PURPOSE

To explain to our school community how we manage requests for class placements for the following school year. The school aims to create the best learning environment for Berwick Chase Primary School students, with caring and committed educators who strive to ensure that all students are provided with a high-quality education.

POLICY

Berwick Chase Primary School's process to plan each student's class placement begins before the end of the school year. Each student is encouraged to list four other students whom they think would work well students next year. The student choices are then placed into the database of the program Class Builder, which produces class groups. In decisions about the placement of students, we then consider the professional judgements of staff as well as the following criteria to achieve a fair and even distribution of students in each class setting:

- Specific learning needs
- Individual differences
- Gender balance
- Relationships with other students
- Social and emotional maturity
- Information supplied by parents or relevant support personnel
- Student-teacher relationships

Ultimately it is the principal's responsibility to make decisions about classes and the placement of students.



Requests for placement with certain teachers

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 teachers' strengths and will always endeavour to place students, parents, teachers who occur, and parents to suit their needs. We do not reallocate students to different cases during the school year unless exceptional instances arise, and parents will be advised of the situation if it occurs.

Requests for placement with friends

Berwick Chase Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that essentially crucial for students to mix and learn with peers with different interests.

If you would like to request that your child be placed in a class with or separated from a particular student, please ensure that you make this request by [month] 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 whom you would or would not like your child to be placed with and why. Submissions can be addressed to [insert role, name]. We will only sometimes be able to accommodate class placement requests, but we will endeavour to consider your wishes where possible.

Requests for students to repeat a year level

Our school follows the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement – see [Attendance](#) policy.

We will promote students to the following year's level and exercise our professional expertise and judgment. Students can only repeat a year level in exceptional circumstances where Berwick Chase Primary School considers it required for the long-term benefit of the student, e.g. considering their social, well-being and academic needs. We will ensure that parents/carers are advised of the options that best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

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

- Available publicly on our school's website (or insert another online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request



POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2023
Approved by	Principal
Next scheduled review date	Feb 2026