

CLASS PLACEMENT



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Bellbridge Primary School.

PURPOSE

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

POLICY

The process that Bellbridge 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.

These requests must:

- *be in writing addressed to the principal and include the contact person's details and appropriate times to contact them and helpful detail about the circumstances for the request.*
- *be submitted by the end of October of the year prior so that we can consider your request in organising our classes for the following year.*

Requests for placement with friends

Bellbridge 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,

Requests for class placements must be made in writing (see above) outlining who you would like your child to be placed with and why. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible.

We may also ask the students to nominate a short list of friends they would like to be with, the following year.

Requests for placement with certain teachers

All teachers at Bellbridge Primary School are caring and committed educators and Bellbridge 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 generally unable to consider these requests. Our Principal and

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 Department’s *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2021
Approved by	Principal
Next scheduled review date	Before June 2024