



CLASS PLACEMENT

Policy

PURPOSE

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

POLICY

The process that Merri Creek Primary School (MSPS) 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

Merri Creek 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 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 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 Kerri Gibson, Principal MCPS and consideration will be given to it.

Each student is asked to nominate up to 5 students they feel they work well with in class; MCPS then aims to ensure that each student is placed with at least one of these students in the following year. There is no priority order in the list of selected friends.

The process to place students begins in term 4, with a number of factors taken into consideration.

We aim to have:

- similar size class numbers depending on the year level
- an even distribution of academic level
- a fair distribution of students within class who require additional support
- gender balance
- parent requests for special consideration to address an educational need.

Requests for placement with certain teachers

All teachers at Merri Creek Primary School are caring and committed educators and MCPS strives to ensure that all students are provided with a high quality education.

Our school's leadership team makes their decisions, taking into account factors for the individual as well as the collective student group. 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. Any requests for placement with specific teachers will not be actioned.

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.

Students are only able to repeat a year level in exceptional circumstances where Merri Creek Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. Students will not repeat a year level without the consent of parents/carers.

REVIEW CYCLE

This policy was last updated on October, 2022 and is scheduled for review in [October/2023](#).