

CLASS PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 0177 or email on merri.creek.ps@education.vic.gov.au

Purpose:

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

Scope:

This policy applies to all year levels from Year 1 to Year 6. For students beginning in Foundation, they will be placed in classes as determined by the school.

Policy:

The process that Merri Creek Primary School (MCPS) 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

MCPS is an inclusive school and 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. It is important to remember though that class placement is a complex process and not all requests can be accommodated. The final decision remains with the principal.

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 policy published on the [Policy and Advisory Library](https://www2.education.vic.gov.au/pal/repeating-year-level/policy) on Repeating a Year Level: <https://www2.education.vic.gov.au/pal/repeating-year-level/policy>
Students are only able to repeat a year level in exceptional circumstances where MCPS 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.

Communication:

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

- Available publicly on our school's website
- Included in staff handbook
- Reminders in our school newsletter, as needed
- Hard copy available from school administration upon request

Review Cycle:

Policy last reviewed	May 2024
Approved by	Principal, Kerri Gibson
Next scheduled review date	May 2028

This policy will be reviewed in:

May 2028