CLASS PLACEMENT

Help for non-English speakers

If you need help to understand the information in this policy, please contact [insert school contact details].

PURPOSE

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

POLICY

The process that White Hills 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.

Requests for placement with friends

White Hills 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 a parent would like to request that their child be placed in a class with a particular friend or friends, they must ensure that they make this request within the two-week timeframe in November of the year prior so that the school can consider the request in organising classes for the following year.

Requests for class placements must be made in writing (can be via email), outlining the student/s they would like their child to be placed with and why. Requested must be addressed to the school Principal. The school will not always be able to accommodate class placement requests, but will endeavour to take parent wishes into consideration where possible.

Students also have the opportunity to nominate a short list of friends they would like to be with, the following year and the school ensures that one student from every child's list is in the same class the following year.

Requests for placement with certain teachers

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

Whilst we appreciate that parents may wish that their child would benefit from being placed in a class with a particular teacher, the school is unable to consider these requests. Teaching staff and the school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place students with teachers who are best placed to meet their needs. White Hills Primary School will 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

White Hills Primary 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.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where White Hills Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student 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 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	October 2026
Approved by	Principal
Next scheduled review date	October 2030