



Mickleham Primary School

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 Mickleham 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

Mickleham 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 first week in November of the year prior so that we can consider your request when organising our classes for the following year. We will seek to have the friendship verified by the other parent as well.

Requests for class placements must be made in writing, outlining the type of class you would like your child to be placed in and why. Requests can be addressed to the Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

There will also be an opportunity provided for all students to provide a list of two or three friends they would like in their class for the following year. The Principal and staff cannot guarantee placement with all requested friends, but will endeavour to ensure that all children feel comfortable with the final result.

Requests for placement with certain teachers

All teachers at Mickleham Primary School are caring and committed educators and Mickleham 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 particular class, we are not always able to accommodate these requests. Our school's 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 your child's 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 *School Policy and Advisory Guide* on Year Level Movement.

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 Mickleham 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.

New classes during a school Year

Mickleham Primary School acknowledges that moving a child's class during a year is not ideal unless there are extenuating circumstances. We are currently in a growth area and our student numbers are continually increasing. We try to keep our student/teacher ratio at a reasonable level with class sizes in the Early Years around 21 and in the older classes around 25.

Unfortunately, with new students arriving throughout the school year it is not always possible to keep our class sizes at the optimal level. Mickleham Primary School will create a new class during the school year to minimise the impact for our students' learning when class numbers are becoming excessive.

Mickleham Primary School staff will consider the individual needs and friendships of students before moving them into a new class. Parents/carers will be contacted when a new class is being developed and will have the opportunity to make a request regarding their own child.

REVIEW CYCLE

This policy was last updated on 12th July 2019 and is scheduled for review in July 2020.