



Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact our EAL Coordinator on 9742 6659 or email the school: werribee.ps@education.voc.gov.au.

Purpose

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

Rationale

One of the most time consuming and challenging tasks that we undertake is the formation of classes for the following school year. Decisions about the structure of the school are made based on the educational needs of students, enrolment numbers, the number of teaching spaces and human resources.

Teachers spend many hours considering student placement in classes for the following year that are balanced regarding academic capabilities, behavioural needs, social compatibility and gender. Our aim has always been to provide equal opportunity for all students in a dynamic learning environment.

You would be aware that parents are offered the opportunity to contribute to this process should they have significant educational or other relevant considerations. Please note that requests for specific teachers, or styles of teachers, or requests to be placed with a particular friend are not educational considerations.

Teachers use academic, behavioural and social competencies to assist them in the placement process. While we understand that parents only want the best for their child and want school to be a rewarding and enriching experience, we also ask that you trust the school to fulfil our responsibilities in a professional and considerate manner and in the best interests of all students.

This is a time-consuming and well-thought-out process that is not taken lightly by any staff member. Despite our concerns as adults, children are often much more resilient and responsive to change and new circumstances than we give them credit for. It is quite natural that things are not always as we wish, however the way in which we respond to this is a model for our children. Resilience is learnt at a young age through facing a minor challenge which can assist them to cope with more challenging situations as they grow older.

Broad Guidelines

- While the allocation of students, class numbers, structures and compositions are all ultimately the responsibility of the principal, a collaborative process with the school staff will be employed through the Consultation Committee process.
- Class groupings of students should be well balanced and take into consideration the social, emotional, physical and academic needs of each student.
- Consideration will be given to staff recommendations and parent/carer requests following consideration of a variety of factors including student age, gender, academic ability, behaviour, previous teachers and friendship groups. Individual needs as well as whole school perspectives will be considered.
- The principal, in consultation with staff, will determine the number of classes, and their sizes, for the following year.
- Throughout the school year, under exceptional circumstances, the principal may choose to reorganise classes taking into account the above considerations.

Policy

The process that Werribee 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

Werribee 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 the first week in November 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 to 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. Late requests will not be able to be considered due to organisational complexities. All requests are confidential.

Students will be given the opportunity to nominate five classmates they wish to be in class with the following year. This list will be considered when placing students in classes, with at least one student on the list being placed in the same class. We do not give preference to gender or the order in which friendships are listed.

Requests for placement with a certain teacher or Education Support staff (ES)

All teachers and ES at Werribee Primary School are caring and committed educators and Werribee 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 or ES, these requests will not be considered. Our school's leadership and Student Engagement & Wellbeing Team have an in-depth understanding of each teacher's and ES's strengths and will always endeavour to place our students with teachers or ES 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.

We will regularly promote students to next year's 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 Werribee Primary School considers it is required for the long-term benefit of the student e.g., considering their social, well-being 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
- Hard copy available from school administration upon request

Policy Review and Approval

Policy last reviewed	May 2026
Approved by	David Quinn – Principal
Next scheduled review date	May 2030 (recommended 3-4 years)