



# Class Placement



HELP FOR NON-ENGLISH SPEAKERS

IF YOU NEED HELP TO UNDERSTAND THE INFORMATION IN THIS POLICY PLEASE CONTACT  
NORTHCOTE PRIMARY SCHOOL ON (03) 9481 0009.

## PURPOSE

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

## POLICY

The process that Northcote 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

Northcote 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.

In Term Four each year, students are asked to name five people that they work well with in class. As part of this process students are informed that they are guaranteed to be with at least **one** of their five named people. It is also explained that this is not a ranked process (ie, the fifth named person could be the only friend in the class with that student the following year, this is also not a gender specific process, ie, a female student might be placed with a male student if they were named on their requests).

If you would like to request that your child **NOT** be placed in a class with a particular student, please ensure that you make this request by 31st of October of the year prior so that we can consider your request in organising our classes for the following year.

Please note that we do not take requests from parents and carers as to who to place their child in a class with, except in exceptional circumstances.

Requests **must be made in writing to the school principal**, outlining who you would not like your child to be placed with and **why**. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

### Requests for placement with certain teachers

All teachers at Northcote Primary School are caring and committed educators and the school strives to ensure that all students are provided with a high quality education and that every child is supported.

Whilst we appreciate that you may wish your child to be placed in a class with a particular teacher, we are unable to accommodate these requests. Our school's leadership team have 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 their needs. We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise.

During the year, students will mix with different groups in the cohort for various reasons. Through this, they will have opportunities to work with different teachers and students.

### **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 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 Northcote 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
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	02/09/2022
Approved by	Shaun Wells, Principal
Next scheduled review date	02/09/2026