



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

GUIDELINES

The process that Vermont 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

Vermont 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.

Students

Students are asked to nominate 5 students they would like to be in a class with, a minimum of 1 of the nominations is to be a student who is currently in another class. The school endeavours to ensure each student receives at least 1 of their nominated friends. If the school is unable to do this, the parents and or guardians will be informed prior to class placements being announced. This will only occur under extenuating circumstances such as a clash with a confidential request.

Parents and Guardians

Parents and guardians are invited to make requests based on academic and emotional needs of their child. 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 the Team Leader of the current year level. All requests must be made by the end of October of the year prior so that they can be considered when organising the classes for the following year.

Vermont Primary School will not always be able to accommodate class placement requests, but will endeavour to take the wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Vermont Primary School are caring and committed educators and Vermont Primary 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, we are generally unable to accommodate all of these requests. Our school's Leadership Team (principals, leading teachers, learning specialists and team leaders) 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 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 *School Policy and Advisory Guide* on Year Level Movement – see [Attendance 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 Vermont 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.

Student Placement

When forming classes for the next year, the following information will be considered by the current classroom teachers in consultation with Specialist Teachers and past classroom teachers:

- Gender Balance
- Academic Needs and Balance
- Behavioural Needs and Balance
- Students with a Disability
- English as an Additional Language Needs
- Emotional and Social Needs
- Friendship requests
- Parental requests (where possible)

COMMUNICATION

This policy will be reviewed in accordance with Department Guidelines. It will be communicated to our school community in the following ways:

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- 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	May 2023
Approved by	Principal
Next scheduled review date	May 2026

Appendix A – Procedures for Creating Next Year's Grades

1. Parents, through the Newsletter and the level Newsletters, are asked for their requests for the following year to be sent to the current Team Leader of each level. These requests outline children who should be separated or kept together based on an educational need.
 - a. These letters are confidential.
 - b. The Team Leader is to reply to each requests to confirm it has been received.
 - c. The Team Leader is to create a summary of the requests which is to be provided to the Leadership Team with class submissions.
 - d. The closing date for parent requests is the end of October each year.
2. Student Friendship Requests
 - a. Each student is to nominate 5 other students (who will be at the school the following year). At least 1 of those 5 nominations is to be a peer from another grade.
 - b. Students are to write these names on a piece of paper, using the below proforma. These are to be kept by each classroom teacher for 6 months.
 - c. In addition to the classroom teachers discussing this process with the students, a week before the process takes place the parents will also be asked to talk to their children about what will happen on this day and the possible names they may record.
 - i. The students will be told – *each time you write someone's name, close your eyes and imagine you are only with that person from your list.*
 - ii. The students will be told – there is no order to the list, you may end up with person in the number 1 position, or you may be with the person recorded in the number 5 position.
3. Class Builder in Sentral is the program used to support class allocations. We will convert to a similar program when and if the school changes to COMPASS.
 - a. All teachers must have completed the student survey as per SIT Team instructions
 - b. Team Leaders are to enter confidential requests using the *pairing* and *separating* function
4. The Leader of each grade will work with their team to divide the current classes into the following year's grades.
 - a. Children with special needs are set first, taking into consideration to place these children with a teacher who is experienced and/or is trained in their appropriate needs. Professional Development will be provided for these teachers if required.
 - b. The Grade Leader will support the Team to consider the balance of:
 - teacher requests for pairings and separations,
 - parents requests for pairings and separations based on educational need,
 - gender,
 - equal sizes of classes,
 - academic needs,
 - EAL needs,
 - additional needs,
 - behavioural needs,
 - medical needs and,
 - social/emotional needs.
5. Parental educational requests are accommodated where possible. If this is not possible, the Grade Leader or classroom teacher is to contact the parents to discuss other possibilities.
6. Lists, once completed, are to be reviewed by all specialists and sent back to Teams if there are any queries or changes to be made.
7. Once this is completed the classes come to the office for principals to review and the final lists are then placed on CASES.

The Proforma below is to be filled in by each student and retained by the classroom teachers as an example of student voice and agency. **They are to be kept by the teacher for 6 months.**

Name: _____ Grade: _____

I choose the following people to be with in my next year's class. I know I will not get all of them but I will be happy to be placed with any one of them.

1 _____ from class _____

2 _____ from class _____

3 _____ from class _____

4 _____ from class _____

5 _____ from class _____