

CLASS PLACEMENT



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9460-6995

PURPOSE

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

POLICY

Allocation of students to classes is ultimately the responsibility of the Principal Class team, in collaboration with staff. We aim to develop well-balanced classes, taking into account student's social, academic, and behavioural needs. We support students in understanding that working with different and diverse people is a natural part of life that will encourage them to build resilience and thrive.

Process for developing classes

The Principal Class team, along with the Consultative Committee, will determine the number of classes for the following year, class sizes and the year level compositions. Class sizes will follow the DE guidelines and emphasis will be given to creating classes that value diversity and inclusion.

The process of forming classes will commence at the start of Term 4 each year. We encourage student voice by consulting with them in this process, empowering them to identify peers that they learn well with from their own year level. We support students in understanding that working with different and diverse people is a natural part of life that will encourage them to build resilience and thrive. In collaboration with their teacher, students will nominate a short list of best learning partners for the following year. Where possible, students will be placed with one of the peers they nominate.

Staff will work collaboratively to create class lists of students, overseen by the Principal Class team. Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents and carers prior to the end of Term 4. Staff members will not disclose the composition of proposed classes prior to any formal announcements.

Following finalised class placements, current and future teachers will engage in a comprehensive handover of student information.

Alternation of classes throughout the year

The school will not re-allocate students to different classes during the school year, unless exceptional circumstances arise. This decision is at the discretion of the Principal.

Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.

Parent/carer requests for class placement

Requests for students to be placed with or without particular peers, extended family members or teachers will generally not be accommodated.

While we encourage regular communication with classroom teachers, class placement requests will only be considered if made in writing to the Principal Class team via the school requests form. Requests must be restated each year. A reminder for parent/carer requests will be communicated via Compass in Term 4. If parents/carers have concerns regarding their child's social and emotional needs in regards to class placement, this must be an ongoing concern and an appointment to discuss these must be made with the Principal Class team as soon as possible.

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 Reservoir Views 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	August 2025
Approved by	Principal
Next scheduled review date	August 2028