



Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal.

PURPOSE

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

POLICY

The process that Maldon Primary School works through to determine each student's class placement begins several months before the end of the school year. Due to enrolment numbers Maldon Primary School operates composite classes. Usually a whole grade group goes into the one composite class but, on occasion, the school needs to split a grade cohort i.e. Grade 1 over two different classes.

We understand that in the case of splitting a grade level over two classes, parents and carers may like to request that their child be placed in a particular class.

Requests for placement on the grounds of academic, social and emotional considerations

If a grade is to be split over two classes parents will be given the opportunity to request which class they would like their child to go into. Requests for class placements must be made in writing, outlining which class you would like your child to go into and why. Requests should be addressed to the Principal by the end of October of the year prior so that we can consider your request in organising our classes for the following year. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Students in a grade which will be split may also get the opportunity to nominate a list of three friends they would like to be in a class with. Students are guaranteed of having at least one of these friends in their class.

Requests for placement with certain teachers

All teachers at Maldon Primary School are caring and committed educators and Maldon 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, we are generally unable to consider 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 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 Maldon 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
- 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	September 2024
Approved by	Principal
Next scheduled review date	September 2028