

Class Placement Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Wedge Park Primary School on 03 9743 7595 or wedge.park.ps@education.vic.gov.au.

PURPOSE

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

POLICY

The process that Wedge Park 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

Wedge Park 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 are asked to nominate a short list of friends they would like to be with, the following year. This list is then placed into a program called Class Creator which then allocates students to classes using all data included. We will not always be able to accommodate class placement requests, but will endeavour to take the students wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Wedge Park Primary School are caring and committed educators and Wedge Park 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 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.

COMMUNICATION

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

- Available publicly on our school's website
- Available on our school's staff website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	June 2027