



Numurkah Primary School

Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Numurkah Primary School office on 5862 1426.

PURPOSE

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

POLICY

The process that Numurkah 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 – Special Needs Request

Numurkah 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.

All teachers at Numurkah Primary School are caring and committed educators and Numurkah Primary School strives to ensure that all students are provided with a high-quality education.

Numurkah Primary School also recognises that staffing may be a consideration for student placement and will always endeavour to place our students with teachers who are best placed to suit their needs.

Notification of requests will be placed in the school newsletter early in Term 4 as well as sent to the local Pre-schools. Parents will need to read the guidelines and respond by the appropriate closing date to ensure there is enough time for considering all requests and placement of students in classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests to be addressed to the Principal. We will not always be able to accommodate class placement requests, but will endeavour to take parents/carers wishes into consideration where possible.

Requests for placement with certain teachers

Whilst we appreciate that parent/carers 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 during the school year, unless exceptional circumstances arise. Meetings between the parents/carers and Principal will be a priority to consider all options that best suit the needs of the student.

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 judgement in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Numurkah Primary School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. This will only occur in consultation with the Principal, relevant staff and parents/carers. We will ensure that all options are considered that best meet individual students needs but ultimately parents/carers are advised of the options that we consider best to meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

POLICY REVIEW AND APPROVAL

Policy last reviewed	Oct 2022
Approved by	Principal
Next scheduled review date	Oct 2025