

## CLASS PLACEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Mentone Primary School on 9583 2995 or [mentone.ps@education.vic.gov.au](mailto:mentone.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 Mentone 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

Mentone 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.

Parents have the opportunity to provide, in writing, any special considerations in terms of particular educational needs their child/ren may have on an annual basis. Mentone Primary School will consider all requests but makes **no guarantees** that requests will be met. Where parents have previously made a request, they are required to provide a new one for new school year – **previous requests are not carried over**.

Each year, the staff work through a comprehensive process to form home groups for the new year. Current teaching teams (including specialist teachers) develop prospective lists based on their knowledge of the students in relation to their academic, social/emotional and physical needs.

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 accommodate these requests. Our school's senior 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.

If you have specific request for your child, please ensure that you make this request by specified date published by the Principal in the school's newsletter of the year prior so that we can consider your request in organising our classes for the following year.

Once a placement is determined, it will be considered final. **Late requests will not be considered.**

#### Requests for students to repeat a year level

Our school will follow the Department of Education 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 Mentone 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
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

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