



# Montmorency South Primary School

*Together we Learn, Lead and Achieve*

## CLASS PLACEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 94396201.

### PURPOSE

To outline to our school community how Montmorency South Primary School manage requests for class placements, for the following school year.

### POLICY

The process that Montmorency South Primary School (MSPS) 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.

The administration team and teaching staff establish class structures for the following year based upon anticipated enrolments, whilst not exceeding the recommended class sizes outlined in the industrial agreement and ensuring it is within the estimated funds allocated to the school.

Factors staff take into consideration when allocating students to classes:

- The educational needs of the student
- Projected number of students in each year level and past trends.
- Gender balance
- Learning and social networks
- Balancing academic, social and behaviour needs
- The need for support for students with disability funding, special needs or learning difficulties.
- The social dynamics of the cohort of students.
- Family situations eg. twins
- The creation of equitable class size.

Although each factor above is important, each is weighted differently depending upon the individual circumstances under discussion.

### Requests for placement

MSPS 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/ carers wanting to make a request for the school to consider when placing their child, must lodge a request in writing to the principal, **in Term 4 by the Wednesday following Melbourne Cup Day**, so that, it

may be considered when organising classes for the following year. Requests for class placements based on educational needs or psychological needs require supporting documentation from a health or clinical professional in order for them to be considered and must be made in writing to the principal.

Class formation is a complex task and MSPS will not always be able to accommodate requests, but the school will endeavour to take parents/carers' requests into consideration where possible.

### **Requests for placement with certain teachers**

All teachers at MSPS are caring and committed educators and the school strives to ensure that all students are provided with a high-quality education.

Whilst MSPS appreciates that parents/carers may wish that their child would benefit from being placed in a class with a particular teacher, the principal is unable to consider these requests. The school's leadership team trusts in each teacher's strengths and will support all teachers' professional capabilities.

Additionally, MSPS does not re-allocate students to different classes during the school year unless exceptional circumstances arise. Parents/carers will be advised of the situation if it arises.

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

MSPS follows 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.

MSPS 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 MSPS considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. Requests for students to repeat a year level will be considered on an individual case by case basis with collaboration with parents/carers, and other allied health services if required.

### **Student voice and agency**

MSPS plays an important role in promoting student voice, agency and leadership. Student voice, agency and leadership have a central role in improving student outcomes and supporting student safety and wellbeing. MSPS is encouraged to implement measures which support student participation and collaboration to empower student voice, agency and leadership.

Authentic student voice provides opportunities for students to collaborate and make decisions with adults around. Student agency gives students the power to direct and take responsibility for their learning, creating independent and self-regulating learners.

As part of implementing measures to support student voice and agency, MSPS will use Respectful Relationships- Topic 1, 2 and 6 to help students identify and understand strengths in themselves and others. The end product from these lessons will be the nomination of 5 friends who support them in promoting their own wellbeing, positive behaviour and academic achievement. These nominations will be used to guide teachers in classroom placements for the following year. Student choices will be sent to parents for discussions at home. Any changes will need to be returned to school by the beginning of the following week. We highly encourage parents to begin conversations with their children prior to selections. The exact dates for return of student choice information will be communicated to parents via the newsletter and Compass.

The above lessons will be conducted throughout Term 4 but will be concluded the week following Melbourne Cup Day.

## COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook
- Included in transition and enrolment packs
- 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	October 2023
Approved by	Principal
Next scheduled review date	October 2026