

## CLASS PLACEMENT



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office in person or at [brunswick.sw.ps@education.vic.gov.au](mailto:brunswick.sw.ps@education.vic.gov.au)

### PURPOSE

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

At Brunswick South-West Primary School, we pride ourselves on knowing each student well. We take seriously the task of nurturing each student through their journey at our school, guided by our core values of respect, inclusion and curiosity, and with the aim that every child will be able to reach their potential socially, emotionally, intellectually, physically and creatively. These values guide us in the huge and complex task of Class Placement- a task which involves months of careful deliberation and planning and considers the individual needs of every child, in balance with broader factors of inclusion such as gender, academic and social development and year level.

The process that Brunswick South-West Primary School (BSWPS) works through to plan each student's class placement begins months before the end of the school year. When creating classes, BSWPS considers a range of different elements, balancing the individual needs of each child with broader considerations for the make-up of each class, including: gender balance, year level balance; balance of academic and social skills and needs; group cohesion; teacher placement; friendship groups.

### Requests for placement with friends

BSWPS recognises the importance of fostering and maintaining friendship groups. We also understand that it is important for students to mix and learn with peers who have different interests, and to have opportunities to form new friendships as personalities develop and diversify. BSWPS endeavours to place children in class groupings that provide opportunities to maintain connections as well as build new friendships. Teachers are best placed to navigate the balance between positive social groupings at school and creating the best environment for learning. If you have specific information that may impact your child's learning or wellbeing, you may submit this in writing to leadership for their consideration. Please ensure that you make this request by Week 3, Term 4 of the year prior, so that we can consider your request in organising our classes for the following year.

### Requests for placement with certain teachers

All teachers at BSWPS are caring, committed and skilled educators and BSWPS strives to ensure that all students are provided with a high quality education.

While we appreciate that you may believe that your child would benefit from being placed in a class with a particular teacher, we are generally unable to accommodate these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place 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 this rare situation if it does arise.

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

Our school will follow 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.

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 Brunswick South West 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 induction processes and staff training
- Included in staff handbook
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	13 <sup>th</sup> October, 2025
Approved by	Principal
Next scheduled review date	October 2029