



Cranbourne East Primary School

CLASS PLACEMENT



Help for non-English speakers

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

PURPOSE

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

POLICY

The process that Cranbourne East Primary School works through to plan each student's class placement begins months before the end of the school year. Many factors are taken into consideration, including the academic, social and emotional needs of the students. Staff at Cranbourne East Primary School pride ourselves on knowing our students. We encourage parents to trust in our professional knowledge, understanding and experience to make decisions regarding class placements that are in the best interests of all students.

Once a student is allocated to a class, no changes will be made at any time unless exceptional circumstances arise and this change is approved by the Principal.

Requests for placement with friends

Cranbourne East 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 students are given the opportunity to nominate some friends they would like to be placed with for the following school year. Staff ensure that every student is placed in the same learning space with at least one of these nominated friends. Class placements will not be changed in the event that a student's nominated friend transfers out of the school after placement has been confirmed.

Due to the large number of students at Cranbourne East Primary School, we do not accept requests from parents to be placed with particular friends.



Cranbourne East Primary School

Requests for placement with certain teachers

All teachers at Cranbourne East Primary School are caring and committed educators and we strive 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 accommodate these requests. Our school's leadership team have 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.

Requests for separation from particular students

Due to the large number of students at Cranbourne East Primary School, we do not accept requests from parents for their child to be separated from particular students.

We understand that all children sometimes experience conflict and may not always get along with everyone, however our responsibility is to equip students with effective strategies for navigating this in a supported environment. Should parents have concerns their child may be experiencing difficulties with another student, parents are requested to speak with their child's Home Group Teacher.

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 judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Cranbourne East 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 the Principal in conjunction with 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
- 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	February 2024
Approved by	Principal and School Council
Next scheduled review date	September 2027