

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Clayton South Primary School.

PURPOSE

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

SCOPE

This policy addresses the process that Clayton South Primary School undertakes to place students in classes, and how parent requests for class placement will be addressed.

POLICY

Placement of Students:

School staff will work together during Term 4 to create the most suitable class structures for the following school year, and to place students in these classes. The placement of students into classes is a complex matter and decisions are made to cater for the best interests of all students in our school. Points taken into consideration for student class placements include:

- Individual student needs
- Student learning styles
- Student / teacher connections
- Student dynamics
- Student friendships (taking into consideration that classrooms are a place of learning and the social connections should be a playtime focus)
- Balance of year levels (for composite classes)
- Overall class numbers
- Requests received by families (as per guidelines below)

Students and families will be informed of their following year classes during the Orientation Day at the end of the year. Students will be verbally informed and families will receive written notification.

Requests for Placements made by Families:

We understand that some parents may have preferences for their children being placed in classes with a particular teacher or with a particular friend.

Any requests for teachers, friends or particular classes must be made in writing, before the end of year Orientation Day in the year prior. These requests will be taken into consideration, but can not be guaranteed.

Placement Outcome:

The final decision as to which class students will be placed in will be made by the school.

EVALUATION

This policy was last updated in October 2022 and is scheduled for review in October 2025.