



Class Placement Policy



Help for non-English speakers

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

Purpose

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

Policy

The process that Aitken Creek 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 student or within a specific class, although these requests are not always granted.

Requests for placement due to wellbeing requirements

Aitken Creek 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.

Students select five friends (in no particular order) at the end of each school year and students are then grouped together in new classes. In most cases at least one friend from their list is with them in their new class.

If parents/carers would like to provide any requests to be taken into consideration, please ensure that you make this request by the specific date which will be specified at the beginning of Term 4 each year. This will give the school enough time to consider your request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining reasons why you have made the request. Requests can be addressed to the leadership team. We will not always be able to accommodate requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with particular teachers

All teachers at Aitken Creek Primary School are caring and committed educators and Aitken Creek Primary School strives to ensure that all students are provided with a high quality education.

Aitken Creek Primary School aims to:

- provide every child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

Whilst we appreciate that you may wish 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 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.

Communication

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

- Available publicly on our school's website
- Discussed at parent information sessions
- Reminders in our school newsletters via Compass
- Hard copy available from school administration upon request

Policy Review and Approval

Policy last reviewed	12th February 2025
Approved by	Principal
Next scheduled review date	13th September 2028