



# CLASS PLACEMENT POLICY

## Purpose

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

## Policy

- The process that Cranbourne South 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 friend or in a particular class.

## Requests for placement with friends

- Cranbourne South 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.
- If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by October of the year prior so that we can consider your request in organising our classes for the following year.
- Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to Assistant Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.
- Classroom teachers conduct a sociogram with their classes in Term 4. This process requires students to nominate 2 friends to be in their next class. Teachers review these student choices and consider these requests when organising class placements.

## Requests for placement with certain teachers

- All teachers at Cranbourne South Primary School are caring and committed educators and Cranbourne South Primary School strives 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 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.
- In the event that a teacher's own children are enrolled at CSPPS, the preference is for placement of enrolled child/ren, is not predominantly with the related staff member (per roles and responsibilities).

## 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 judgement in relation to these matters. Students are only able to repeat a year level in exceptional



circumstances where Cranbourne South 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/manual
- Discussed at staff briefings/meetings as required
- Reminders in school newsletter
- Hard copy from school administration upon request

## Help for non-English speakers

If you need help to understand the information in this policy please contact CSPS office personnel and/or Principal.

## Review Cycle and Evaluation

This policy will be reviewed as part of DET's recommended review cycle.

## Mandatory Consultation

Consultation Group	Date Consulted
School Council Policy Sub Committee	Governance meeting
Staff	Staff Governance meeting
Parents	Via iNewsletter and Compass communication
Student leadership groups	Tabled as required

**Due for Review:** October 2026

## Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on Wednesday 18th October 2023.

Signed:

Principal

Signed:

School Council President