



Bundoora Primary School Class Placements – 2020

PURPOSE

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

POLICY

The process that Bundoora 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 placements

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

Bundoora 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.

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 the school principal and can be sent via email or posted to the school. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, unless there is a genuine reason for this, we are generally unable to consider 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.

To assist with placements all students are asked to nominate a list of 5 friends they would like to be with, the following year. Students are guaranteed at least one of their choices.

At BPS we also use a program to generate our classes based on student needs, staff information and in some instances parent requests. Whilst this is a computer program, staff look at the generated classes carefully, taking everything into consideration before finalising classes for the following year.

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 Bundoora 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.

REVIEW CYCLE

The *BPS Class Placements Policy* will be reviewed regularly, as part of the school's policy review process.

This policy was last updated in October 2020 and is scheduled for review in 2024 or as required.