

Class Placement Policy

Responsibility: Principal Class
Reviewed by Council: September, 2026
Due for Review: September, 2029



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email wooranna.park.ps@education.vic.gov.au.

Purpose	To explain to our school community how we manage requests for class placements, for the following school year.
Policy	The process that Wooranna Park 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 Wooranna Park 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 in accordance with the timeline published in our school newsletter so that we can consider your request in organising our classes for the following year. A link to a Google Form will be shared through the school newsletter. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible. Students will also be given an opportunity to nominate 5 students they would like to be placed in a class with for the following year. Wooranna Park Primary School commits to ensuring that each student is placed with at least one friend they have nominated to be in a class with the following year. Requests for placement with certain teachers All teachers at Wooranna Park Primary School are caring and committed educators and Wooranna Park 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. Requests for students to repeat a year level Our school will follow the Department of Education and Training policy in the Department's <i>Policy and Advisory Library</i> 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 Wooranna Park 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 • Made available in hard copy from the school office upon request	
Related Policies and Documents	This policy should be read in conjunction with the following Department policy and guidelines: • Repeating a Year Level	
Policy Review and Approval	Policy last reviewed:	September, 2026
	Policy consultation:	Staff via staff newsletter on 28 August 2026 School Council on 1 September 2026
	Policy approved by:	Principal
	Next scheduled review date:	September, 2029