



No.1270
202 Simpson Street, Buninyong Vic. 3357
ph: (03) 5341 3560 fax: (03) 5341 3061
email: buninyong.ps@edumail.vic.gov.au
web: www.buninyongps.vic.edu.au

CLASS PLACEMENTS POLICY

This policy was last ratified by School Council November, 2018

Purpose

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

Policy

The process that Buninyong 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

Buninyong 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 the 1st of November 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 **Bernie Conlan (Principal) or Scott McGlynn (Assistant Principal)**. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible. In the event that a request is made and has multiple complexities, Bernie or Scott may ask for the request to be prioritised to seek out what is most important for the family.

Additional to parent requests, staff will ask students to nominate a short list of friends they would like to be with in the following year and endeavour to take these requests into consideration. However the school will make decisions that take into account the social, emotional and academic wellbeing of all students in the cohort/year level.

Requests for placement with certain teachers

All teachers at Buninyong Primary School are caring and committed educators and Buninyong 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 [Bernie Conlan, Scott McGlynn and David Young] have 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 *School Policy and Advisory Guide* on Year Level Movement – see [Attendance](#) 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 Buninyong 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.

Further Information and Resources

School Policy and Advisory Guide:

- [Attendance Policy](#)

Review Cycle

This policy was last updated on November 23rd, 2018 and is scheduled for review in November, 2020.