

Class Placement Policy

2025

395 Ballarto Road Skye 3977

	Skye Primary School **CLASS PLACEMENT POLICY 2025**	Created: 25/08/2025 Review: 25/08/2028

CLASS PLACEMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact

Skye Primary School skye.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 Skye 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

Skye 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 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 Timothy Bernau - Principal via email timothy.bernau@education.vic.gov.au. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Requests for placement with certain teachers

All teachers at Skye Primary School are caring and committed educators and Skye 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 *Policy and Advisory Library* on Year Level Movement – see Repeating a Year Level policy.

COMMUNICATION

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

- Available publicly on our school's website
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	25/08/2025
Approved by	Tim Bernau - Principal
Next scheduled review date	25/08/2028