CLASS PLACEMENT POLICY

Policy last reviewed	August 2026
Consultation	Policy has been presented to school council
Approved by	Acting Principal - Christine Forrest
Next schedule review date	August 2029

Purpose

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

Policy

The process that Wodonga 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

Wodonga 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 advertised date. Parents will be communicated through the school newsletter in Term 4 each year, the school process for class placement and parent requests.

Requests for class placement must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to the Principal. 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 Wodonga Primary School are caring and committed educators and the 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 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.

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 Wodonga 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.

Process for Class Placement

Each year in October, teachers alongside the Leadership team, commence placing students into their upcoming year classes. This process consists of a strategic approach to ensuring our classroom structures are balanced and supportive of learning. Staff consider multiple factors when constructing the classes for the upcoming year; gender balance, academic achievement balance, behavioural needs and overall combinations of student personalities.

Students have input into their placement by nominating five "learning partners/friends", ranked from 1 to 5.

In addition to this, parents who have concerns or would like to provide a request, can do so by submitting an online request form which will be received by the Principal. These requests have parameters which parents need to consider. There are four types of requests the school will consider when using parental input in the process.

1. Parents can request a separation. Valid reasons why their child would not learn to their best potential if in the same classroom as a particular student.
2. Parents can request a pairing. This requires both sets of parents to put in writing a request for their children to be in the same classroom.
3. Parents can request a type of teaching style. This requires a description of the attributes their child learns best with, parents are unable to request a particular person (by name). Parents should note that any request of this type, will over-ride their child's "learning partner" preferences.
4. Families with multiples (e.g. twins/triplets) may also consider letting the school know about their desire for their children to be placed together or apart.

The deadline for parent requests is communicated through the school newsletter early in Term 4 each year.

Communication

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

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

Review Cycle

This policy will be updated every 3 years.