



### **Purpose**

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

### **Policy**

The process that Altona Meadows 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.

### **Request for placement with friends**

Altona Meadows PS 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 October of the year prior so that we can consider your request in organising our classes of 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 are to be addressed to Principal, Emma Hampton. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into considerations where possible.

Our students will also complete a process within their classes to nominate friends that they would like to be placed with in the following school year.

### **Requests for placement with certain teachers**

All teachers at Altona Meadows Primary School are caring and committed educators and AMPS 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 not always about to accommodate these requests. Our school leadership team has an in depth understanding of each teachers 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.

### **Requests for students to repeat a year level**

Our school will follow the Department of Education and Training Policy in the Departments Policy and Advisory library on Year Level Movement.

We will regularly promote students to the next year level and will exercise our professional expertise and judgement in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Altona Meadows Primary School considers it is required for the long term benefit of the student eg: considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider bet meet individual student needs. Students will not repeat a year level without consent of parents/carers.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

August 2021

