



FOOTSCRAY PRIMARY SCHOOL

Class Placement Policy



PURPOSE

To provide clarity for our school community on how we manage requests for class placements for the following school year.

POLICY

The process that Footscray Primary School works through to plan each student's class placement begins in early Term 4. A rigorous, student-centred process is developed and worked through before class placements are finalised. We understand that in certain situations, parents and carers may have specific requests for their child's placement.

Requests for placement with friends

Footscray 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 end of October for the following year 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 emailed to the Principal at jenny.briggs@education.vic.gov.au. We will not always be able to accommodate class placement requests; however, we will ensure each request is reasonably considered before finalising class lists. Students will be given the opportunity to list a small number of friends they would like in their class and any child who is not placed with a friend from their list will be informed ahead of step-up day so that they know what to expect.

Requests for placement with certain teachers

All teachers at Footscray Primary School are caring and committed educators and Footscray Primary School strives to ensure that all students are provided with a high-quality education. Whilst we appreciate that you may feel 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.

Requests to review class placement

The process for creating class lists is complex and takes into consideration many factors such as gender, friendship groups, parent requests, and academic, social and emotional support needs. Students will not be moved into different classes once class lists have been finalised. It is important that all members of our school community talk about all the teachers and students of Footscray PS in a positive light to ensure students have a sense of positivity and school pride.

REVIEW CYCLE

This policy was last updated November 2020 and is scheduled for review in November 2023.