Class Placement Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office ph: 97498233 or Westgrove.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 Westgrove 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

Westgrove 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 is not placed in a class with a particular student, please ensure that you make this request by the end of October of the year prior so that we can consider your request in organising our classes for the following year.

Requests for any class placements must be made in writing, outlining who you would not like your child to be placed with and why. Requests can be addressed to Mr. Chris Gatt, 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 Westgrove Primary School are caring and committed educators and Westgrove 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 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.

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 Westgrove 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.

COMMUNICATION

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

- Available publicly on our school's website http://www.westgrps.vic.edu.au/policies
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2026
Consultation	School Council – Education Policy Sub Committee
Approved by	Principal
Next scheduled review date	November 2029