

## PURPOSE

To provide a guideline for student class placement requests at Laurimar Primary School.

## POLICY

The Class Placement Request process begins in Term 4 for the following year. We understand there are individual circumstances where parents may take the opportunity to make a formal request regarding placement of their child. Laurimar Primary School has a thorough and collaborative placement process to ensure all students are placed in appropriate classrooms to achieve their best possible academic and social development.

### Request Timeline

The request timeline will be opened by the Principal for two weeks in October each year. This will be communicated via the Newsletter and other forms of communication. Requests outside of this timeline will not be considered.

### Requests for class placement

Laurimar Primary School recognises the importance of promoting and maintaining collaborative learning groups to foster student growth. We understand that it is important for students to mix and learn with peers who also have different interests. Students will be placed in classrooms with teachers where they are best suited for academic growth and well-being.

The Laurimar Primary School '5 Finger Learning Peers' will be completed by each student prior to class formation. Students are encouraged to choose their peers who they:

1. are not necessarily best friends with but can work collaboratively with
2. have had positive experiences with in the classroom or the playground
3. feel respected by

The school will place each student with at least one peer on their '5 Finger Learning Peers' list unless a teacher request has been granted. Requests from parents for students to be with a particular child will not be considered. Teachers will place students appropriately where well being and academic growth are priorities.

### Transition Meetings

All teachers at Laurimar Primary School are caring and committed educators and the school strives to ensure that all students are provided with a high quality education.

While we appreciate that you may wish for your child to be placed in a class with a particular teacher, Laurimar Primary School will not consider these requests unless in identified circumstances such as

- where students require an annual transition meeting
- or
- Principal discretion

Students who require an annual transition meeting include:

1. funded students
2. students with high medical needs
3. students having additional welfare needs
4. students having additional behavioural needs

These meetings will include the student's parents/carers, the current classroom teacher, the future classroom teacher, the relevant Education Support person, a Principal Class team member and the student where practicable.

Laurimar Primary School teachers and leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who we deem are best placed to suit their needs.

### **Teacher Requests to the Principal**

Any requests for class placements (requesting teachers) must be made in writing addressed directly to the Principal, between the nominated dates in October outlining who you would like your child to be placed with and why. Requests to the Principal should be made where any student does not fit into the above category.

If a teacher request is approved by the Principal, this will be directly related to the child's learning needs. The '5 Finger Learning Peers' list may not be taken into consideration.

### **Requests for students to be reallocated**

Laurimar Primary School does not re-allocate students to different classes after class placements have been finalised, unless exceptional circumstances arise. A meeting with a student's teacher, parents/carers and the Principal will be the first step to address any concerns.

### **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 exercise our professional expertise and judgment when transitioning all students at Laurimar Primary School. Students are only able to repeat a year level in exceptional circumstances where Laurimar 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.

## **REVIEW CYCLE**

This policy was last updated in October 2020 and is scheduled for review in October 2024.