



CLASS PLACEMENT

PURPOSE

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

POLICY

The process that Hazel Glen College 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

Hazel Glen College 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 in writing to your child's classroom/home group teacher by the end of August of the year prior 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 addressed to your classroom/home group teacher or your area Assistant Principal. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible.

Junior School – At the beginning of Term 4, a google form is sent out via Compass to all current JS families (F-4) asking for parents/carers in consultation with their child(ren), to nominate up to 4 friendship preferences for their child for the following year. Families have a week to submit their preferences before the form is closed. Any changes that need to be made once the form is closed need to be emailed to the child's classroom teacher.

When creating classes, staff take many factors into consideration including friendships, strengths and challenges. We endeavour to place a child with at least 1 of the children nominated.

Requests for placement with certain teachers

All teachers at Hazel Glen College are caring and committed educators and Hazel Glen College 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 College 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 Hazel Glen College 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
- Included in staff induction processes and staff training
- 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	11 th May 2022
Approved by	Principal
Next scheduled review date	May 2025