Kingsley Park Primary School
Child Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Kingsley Park Primary School on 03 9789 0077 or kingsley.park.ps@education.vic.gov.au.

PURPOSE

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

Parents need to place faith in us to place your child in the best learning and social environment for them next year. We do not take requests but do take concerns into consideration, we know who your child's friends are and who they work best alongside. When placing students in classes we aim to place your child with a teacher they will identify with positively and with some friends in the same class but not all friends which allows better mixing and socialising outside, whilst ensuring each class has a balance of gender, year levels, learning styles and student abilities and dynamics. Class placement takes a lot of thought, time and effort.

We highly emphasise that 'Inside time is Learning Time, Outside Time is Social Time', please understand the merits behind this. We want the best for all children and for them to have the opportunity to reach their best learning potential which means working with good learning friends. Just as we don't see how your children are in the home, you don't see how they interact at school. We spend hours forming our classes to ensure a good balance across classes. Please remember, a big part of school is about building resilience and learning to respect and get along with others. Often close friends, who spend a lot of outside time together don't always learn best together. Placing them with the right teacher and in the right environment is our highest priority.

Help our children to build their resilience and aim for excellence in learning and connectedness across the school in all areas and accept that they don't always get exactly what they want but life turns out ok.

POLICY

The process that Kingsley Park 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:

Kingsley Park 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 in accordance with the timeline published in our school newsletter so that we can consider your request in organising our classes for the following year.

An email must be sent to the school (this has now been replaced with Google Form). We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible. Students will also be given an opportunity to nominate 2 students they would like to be placed in a class with for the following year.

Kingsley Park Primary School commits to ensuring that each student is placed with at least one friend they have nominated to be in a class with the following year.

Requests for placement with certain teachers:

All teachers at Kingsley Park Primary School are caring and committed educators and Kingsley Park 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 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. 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 Kingsley Park 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.

Policy consultation: September, 2026 Staff via staff newsletter on 28 August 2026 School Council on 1 September 2026 Policy approved by: Next scheduled review date: Principal September, 2029

FURTHER INFORMATION AND RESOURCES

- This policy should be read in conjunction with the following Department policy and guidelines: • Repeating a Year Level Policy

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 located on Sentral in the Policies folder
- Included in school newsletter
- Hard copy available from school administration upon request

REVIEW PERIOD

This policy was approved by School Council on Wednesday 15th October 2024 and is scheduled for review October 2026.