



Class Placement Policy

PURPOSE

To explain to the Templestowe Valley Primary School community how we manage requests for class placements, for the following school year.

POLICY & IMPLEMENTATION GUIDELINES

The process that Templestowe Valley 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

Templestowe Valley 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.

Part of the class placement process at TVPS involves each child creating a “Buddy Bug” in which they nominate five (5) “buddies” who they might like to have in their class in the following year. TVPS guarantees that in creating classes, each child will have one (1) “buddy” – male or female - from off their “bug” (list).

If you (parent/s) would like to request that your child be placed/or not placed in a class with a particular friend or friends, please ensure that you make this request by October 30th of the year prior so that we can consider your request in organising our classes for the following year.

Friendship requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests must be in writing and addressed to the Principal. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

The smooth transition from one year to another is key for a student to achieve success. To support this a “Meet the Teacher” session is planned for the last week of the school year. At this time students have the opportunity to meet their new teacher and classmates in their new learning space.

*** Students with specific needs will be supported with a separate transition process.*

Requests for Placement with Certain Teachers

All teachers at Templestowe Valley PS are caring and committed educators and we strive 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 or consider these requests. Our school’s Executive Leadership Team – Principal Class - 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.

Draft Date:	28/08/2019	Ratified by School Council:	NA	YES	NO	
Review Cycle:	August 2023	Staff Consultation/Endorsed:	NA	YES	NO	Date: 23/08/2019
Review Date:		Community Consultation:	NA	YES	NO	

Requests for Students to Repeat a Year Level

TVPS will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement.

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 TVPS 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: Year Level Movement
- [Attendance](#) policy

REVIEW CYCLE

This policy was last reviewed and endorsed by staff on August 28th, 2019 and is scheduled for evaluation and review in August, 2023.

ENDORSED:

Role	Name	Signature	Date
Principal:	Alison Rees		9/9/19