



Class Placement Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9687 1535

PURPOSE

To outline how we manage requests for class placements for the following school year.

POLICY

Footscray West Primary School (FWPS) process to plan student class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may have requests in relation to the placement of their child.

Requests for student placement

During Term 4, the teaching teams will spend many hours preparing grades for next year. Throughout this process, the needs of all students are considered from a social, academic and behavioural perspective.

In limited situations, we may consider requests from families regarding their child's grade placement for the following year.

If you believe that the following listed considerations are relevant to your child's needs, we advise that a request form must be completed by the due date. This is the formal communication for this process, so we will not be accepting phone calls or emails on these matters. An acknowledgement of request will be provided.

All matters will be dealt with sensitively; however, requests for specific teachers, classes or friends will not be accommodated.

Throughout this process, teachers look for compatible learning partners and encourage the development of new friendships. Requests related to learning, behavioural or social requirements will be considered on merit and in consultation with key staff members.

If after consideration of the above stipulations, you believe your child's class placement requires special consideration, enter your request on the link provided in the newsletter.

If you have made such a request in the past, please note that any previous accommodation or agreement will have been made for that year only. If the concern is still relevant, a request will again need to be made.

COMMUNICATION

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

- Available publicly on our school's website
- Reminders in our school newsletter

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	2025