



Class Placement Policy

Truganina College



Help for non-English speakers

If you need help to understand this policy, please contact Truganina College on 9368 9800.

NAME

Class Placement Policy

PURPOSE & RATIONALE

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

POLICY STATEMENT

At Truganina P-9 College, the process of planning each student's class placement is thoughtful, collaborative, and begins **months before the end of the school year**. Our goal is to create balanced, supportive, and effective learning environments that cater to the academic and social development of all students.

We understand that in certain circumstances, **parents and carers may wish to make a request** for their child to be placed with a particular friend or in a specific class. While we cannot guarantee that all requests can be met, we do take them into consideration alongside a wide range of factors including:

- Academic needs
- Social and emotional wellbeing
- Learning styles
- Teacher recommendations
- Existing support plans

Request for placement with friends

At Truganina P-9 College, we recognise the importance of fostering and maintaining positive friendship groups as part of every student's wellbeing and engagement in learning. We also understand the value of encouraging students to develop new friendships and work with peers who have different interests, strengths, and perspectives.

We strive to create classes that bring together students who learn and work well alongside one another. It is important to note that the final decision regarding class groupings lies with the teaching and leadership team. A wide range of factors are considered when forming balanced and supportive classes.

Requests for placement with certain teachers

At Truganina P-9 College, we are proud of our team of dedicated, caring, and highly committed educators. We work hard to ensure that every student receives a high-quality education in a supportive and inclusive environment.

We understand that some families may wish to request a specific teacher for their child's class placement. However, please note that we are unable to accommodate individual teacher requests.

Our school's leadership team has a deep understanding of each teacher's strengths, expertise, and teaching style. In forming class groups, we carefully consider the needs of all students and allocate teachers accordingly to ensure the best fit for student learning, wellbeing, and development.

Please also note that we do not move students between classes once the school year begins, except in exceptional circumstances. Where a change may be required, we undertake a collaborative process involving:

- Parents and carers
- The classroom teacher
- The student
- Relevant support staff and services

This approach ensures decisions are made thoughtfully and with the best interests of the student and the broader class group in mind.

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 Truganina 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 and 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 and carers.

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in transition and enrolment packs
- 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	August 2025
Approved by	School Council 28/7/25

Next scheduled review date	August 2027
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