ASPENDALE PRIMARY SCHOOL

Class Placement

Help for non-English speakers
If you need help to understand the information in this policy please contact Amelia Busuttil.

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

POLICY
The process that Aspendale 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.

At Aspendale Primary School, student class placement is a deliberate and collaborative process conducted by our staff that is designed to support the academic, social, and emotional development of every child. This process is guided by our vision of developing confident lifelong learners and is grounded in our core values of passion, respect, integrity, commitment and empathy.

Significant time and professional judgement are invested to ensure balanced, supportive, and effective class groupings across each year level. Placement decisions are made with consideration of:

- Academic needs
- Social dynamics
- Student wellbeing
- Learning behaviours
- Peer relationships
- Professional knowledge within an educational environment

We prioritise the overall balance of the cohort, ensuring equitable learning environments for all students.

Aspendale Primary School operates as a collaborative team of educators, not as isolated classrooms. There is low variance in teaching practice, curriculum delivery, and assessment, ensuring:

- Consistent, high-quality teaching and learning experiences
- Smooth transitions between classes
- Calm and orderly learning environments

As such, requests for specific teachers are generally not accommodated, as all staff deliver a consistent and aligned program.

Requests for placement with or without peers

Aspendale 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.

Students have an opportunity to request peers who they see as positive learning partners to be in their class for the following year, all attempts are made to ensure at least one of the names listed is contained within the class.

If parents/carers have requests regarding their child's social and emotional needs in regards to class placement, this must be an ongoing concern that will have been raised throughout the year with the class teacher and/or Wellbeing Team (Inclusion leader, Mental and Health and Wellbeing Leader and/or Assistant Principal). Depending on circumstances, requests made may require a meeting with the Principal or Assistant Principal.

Requests must:

- Be submitted in writing via email
- Be sent to Aspendale.ps@education.vic.gov.au, Attention: Tom Pearce – Class Placement Consideration.
- Be received no later than 9th November of the previous year
- Clearly outline the reasoning behind the request

Requests are not guaranteed and the school makes the final decisions based on its professional judgement to ensure a balanced, supportive, and effective class grouping.

Requests for placement with certain teachers

All teachers at our Aspendale Primary School are caring and committed educators, and we strive to ensure that every student receives a high-quality education in a supportive and engaging learning environment.

We understand that parents and carers may have preferences regarding their child's classroom teacher. However, we are generally unable to accommodate requests for placement with a particular teacher, and such requests are therefore discouraged.

Our Leadership Team has an in-depth understanding of each teacher's strengths, teaching practices and areas of expertise. Class placements are carefully considered to ensure that students are placed in learning environments that best support their individual needs, learning and wellbeing.

Once classes have been established, students will not generally be reallocated to different classes during the school year. Changes will only be considered in exceptional circumstances, and parents or carers will be informed if such a change is necessary.

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
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2026
Approved by	Principal
Next scheduled review date	September 2029