

Woodend Primary School

(Woodend Campus & Carlsruhe Annex)

Class Placement Policy

October 2026 – October 2029



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 5427 2455.

PURPOSE

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

POLICY

The process that Woodend Primary School works through to plan each student's class placement begins months before the end of the school year. We strive to make student transition from year to year as seamless as possible. Our staff work collaboratively, within and across teaching levels to ensure that future class groupings are determined with the utmost consideration in relation to student learning, engagement, and wellbeing.

The policy aims to provide a consistent and transparent process for the placement of students in classes. The school commences its future planning as soon as practicable, when workforce planning and budgeting information is available.

Balanced Sorting System

We ensure a balanced classroom placement environment by utilising a class placement sorting program. This program considers all the information provided by the classroom teacher and other staff in the school. Using the program certifies that we address all areas and concerns equally.

We utilise this program to create balanced grade levels using:

- Number of students
- Genders
- Academic achievement
- Work Habits
- Social and Emotional interactions – either positive or negative
- Friends and students who work well together.

Placement with friends

Woodend 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.

As we use a class sorting program, students are given the opportunity to **nominate THREE-FIVE (3-5)** friends they would like to be with the following year. This program will **guarantee at least ONE (1)** nominated friend in their next year's class. This system considers all friends listed equally, they are not considered in preference order. This means that a student has equal chance to be with either the number one friend or the number five friend.

This program will also consider the other students' friend's nominations, if another student selects different friends than your child this will factor into the class creation process. Please make sure you have a discussion

with your child/ren about which friends they would like to nominate on their friend list. We encourage students to choose friends they work well with in the classroom setting.

The parent's written request for friendships will not be considered.

Requests for placement with certain teachers

All teachers at Woodend Primary School are caring and committed educators and the 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 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.

Class Notification

Families will be notified regarding student grade placement by the end of the school year.

Students leaving the school.

The school requests that parents notify the school by email (woodend.ps@education.vic.gov.au) as early as possible regarding students leaving the school. This helps with the process of completing grade lists and friends of the student not nominating them for their class next year.

All children will have the opportunity to meet their new teacher, where possible before the end of the school year. New children and teachers are invited to attend these sessions.

Exceptional request for student placement

Where it is considered that special circumstances may have a significant impact on a child's educational, social or personal development, parents may wish to make an exceptional request regarding their child's placement. Please note that where your child/ren have had ongoing social difficulties that have been managed by the school these will generally already be noted by the classroom teacher, when considering placement with peers. ***Any correspondence from parents regarding grade placements must be addressed, in writing (email or hand written) directly to the School Principal to woodend.ps@education.vic.gov.au. These requests will be accepted from the commencement of Term 4 and must be received by no later than 1st November.*** We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

COMMUNICATION

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

- Available publicly on our school's website
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter /Compass
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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