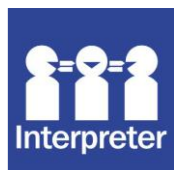


Heathcote Primary School

CLASS PLACEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

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

POLICY

The process that Heathcote 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

Heathcote 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.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by 31st October of the year prior so that the school can consider your request in organising classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be 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.

Requests for placement with certain teachers

Whilst we appreciate that parents/carers may wish that their child be placed in a class with a particular teacher, we are unable to consider these requests.

We do not re-allocate students to different classes during the school year, unless exceptional circumstances arise.

COMMUNICATION

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

- Available publicly on our school's website and reference to it in our school newsletter in Term 4
- Hard copy available from school office upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Principal
Next scheduled review date	September 2028 (recommended minimum review cycle for this policy is 3 to 4 years)