

CLASS PLACEMENT POLICY

Help for non-English speakers



If you need help to understand this policy, please contact Woodlands Primary School Ph:9788 8333 or come to the school office where we can organise an interpreter service to assist you.

PURPOSE

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

POLICY

The process that Woodlands 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 extreme situations, parents and carers may have requests.

Requests for placement with friends

Woodlands 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.

At Woodlands Primary School, each student picks five friends that they would like to be in a class with. It is guaranteed that students will be placed with at least one friend from that list.

Requests for placement with certain teachers

All teachers at Woodlands Primary School are caring and committed educators and Woodlands Primary 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 consider 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, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Other Requests

Woodlands Primary School recognises that in some extreme circumstances requests may be made. If a parent/carer feels that they need to make a request regarding the placement of their child for the following year, this must be done so using the school's 'Requests for Class Placement' and returned to the school office which will then forward these requests to the school principal, Mr Gallagher.

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 via Compass
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June, 2025
Approved by	Principal
Next scheduled review date	June, 2029