



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

PURPOSE

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

POLICY

Montpellier Primary School endeavours to place students in a class that is most appropriate for them. When determining the appropriateness of a class, a range of factors are considered, such as, but not limited to, the number of students in each class, gender ratios, academic needs, social and emotional needs, behaviour, friendship groups, PSD funding and the experience of the teacher. Teaching staff have the opportunity to provide input and time is dedicated to ensure that the process is thorough.

The process that Montpellier 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

Montpellier 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 are given the opportunity to nominate up to five friends they would like to be with the following year. As part of a smooth transition and positive learning environment students are placed with at least one of the students from their list.

REQUESTS FOR PLACEMENT WITH CERTAIN TEACHERS

All teachers at Montpellier Primary School are caring and committed educators and Montpellier 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 generally unable to accommodate these requests. Our school's Principal Class 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.

COMMUNICATION

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

- Available publicly on our school's website
- Reminders in school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 2024 |
| Approved by | Principal |
| Communication and feedback | This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider. |
| Next scheduled review date | Before Term 4 2027 |

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.

This policy will also be updated if significant changes are made that require a revision of Montpellier Primary School's class placement process.