



KVPS Class Placement Policy 2020

PURPOSE:

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

SCOPE:

This policy applies to all parents, carers, staff and students of KVPS

POLICY:

The process that **Kilberry Valley Primary School** works through to plan each student's class placement begins early in Term 4, 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

As an inclusive school, Kilberry Valley 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 the 1st week of Term 4 of the year prior so that we can consider your request in organising our classes for the following year.

As we value our student voice, students will have an opportunity to suggest a friend or group of friends to be placed with using a student request form.

Parent 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.

Please understand that while we endeavour to accommodate your wishes, **we will not always be able to accommodate class placement requests.**

Requests for placement with certain teachers

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

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle, or more often if necessary due to changes in regulations or circumstances.

THIS POLICY IS AVAILABLE ON THE FOLLOWING PLATFORMS:

School website, Policies folder on Sentral and Kilberry Valley Primary School Council Policy Records

Date Implemented	28/07/2020
Author	Principal
Approved By	Kilberry Valley Primary School Council
Approval Authority (Signature & Date)	
Date Reviewed	21/07/2020
Responsible for Review	Principal
Review Date	June 2023

FEEDBACK:

Kilberry Valley Primary School staff and parents/carers may provide feedback about this documents by emailing Kilberry.valley.ps@edumail.vic.gov.au