



Truganina South Primary School

Class Placement Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Truganina South Primary School on 03 9296 1800 or truganina.south.ps@education.vic.gov.au.

PURPOSE

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

POLICY

The process that Truganina South 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.

Decisions about the class structure for each year is based on the educational needs of students, enrolment numbers, the number of teaching spaces and human resources available and are always subject to change.

All teachers, leaders and education support staff at Truganina South Primary School take great pride in placing students at the centre of all decisions and use an on balanced judgement based on the academic, behaviour and social and emotional abilities of each child when determining class placements. It is important that students develop the capacity to work with all of their peers, regardless of friendships, this becomes particularly important as students transition to different secondary school settings and work with an increased number of classroom teachers.

To support students as they transition between year levels, step up days are provided to observe the class working together, prior to confirmation and communication with families.

Requests for placement with friends

Truganina South 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 provided with an opportunity to nominate a short list of friends they would like to work with the following year, and this is considered in the class formations. At Truganina South Primary School, we do not accept parent requests for placements with specific friendship groups.

Requests for placement with certain teachers

All teachers at Truganina South Primary School are caring and committed educators and Truganina South 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 generally 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.

If there are circumstances that school leadership should be aware of to support class placement, please email the Principal, Paul Bombaci at truganina.south.ps@education.vic.gov.au with the child's full name, current class as the subject and provide further information, however there is no guarantee that your request will be fulfilled.

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Distributed via Compass in term 4 each year
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal
Next scheduled review date	October 2028