

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office by phoning 03 9786 5197 or emailing Seaford.park.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 Seaford Park 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

Seaford Park 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.

The development of class groups is a carefully considered process undertaken by school staff. A range of factors are taken into account, including students' academic, social and wellbeing needs, learning behaviours, peer dynamics, class balance and the professional knowledge of teachers and school leaders.

For students in Years 3–6, student voice forms part of this process. Students are provided with an opportunity to identify a number of positive learning partners they believe they work well alongside. Staff will use this information, together with their professional knowledge of students, when developing class groupings. While every

effort is made to ensure students are placed with at least one identified positive learning partner, this cannot be guaranteed in all circumstances.

For students in Prep–Year 2, class placements are determined by staff based on their knowledge of each child’s learning, social and wellbeing needs and the relationships and groupings that will best support them in the following year.

As these considerations are already incorporated into our class formation process, families are discouraged from making requests for particular students or friendship groups to be placed together. Where there are significant educational, wellbeing or individual circumstances that a family believes the school should be aware of when determining their child’s class placement, this information may be provided in writing to the Principal by the end of October. This should outline the circumstances or needs the family would like considered, rather than nominate particular students or friendship groups.

All information provided will be considered; however, specific class placement requests cannot be guaranteed. Final class placements remain a school-based decision and are made with consideration for the needs of all students and the creation of balanced, positive and effective learning environments.

Requests or information received after the nominated date may not be able to be considered once the class formation process has commenced.

Requests for placement with certain teachers

All teachers at Seaford Park Primary School are caring, committed and skilled educators, and we strive to ensure that every student is provided with a high-quality education and a positive learning environment.

We understand that families may have preferences regarding particular teachers; however, requests for placement with, or requests to avoid, specific teachers are not able to be accommodated.

Class placements are determined by the school's leadership team in consultation with teaching staff and take into consideration a range of factors, including each student's academic, social and wellbeing needs, class dynamics and the creation of balanced learning environments. Our leadership team has a strong understanding of our teachers, students and cohorts and will make placement decisions based on what we believe will best support students and the cohort as a whole.

Once classes have been finalised, students will not ordinarily be moved between classes. Changes will only be considered where exceptional circumstances arise and where the school determines that a change is necessary. Families will be consulted should such circumstances occur.

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
- Included in staff handbook/manual
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Introduced Term 3, 2026
Approved by	Principal
Next scheduled review date	Term 3, 2030