

## CLASS PLACEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact our main office on, (03) 5248-1400

### PURPOSE

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

### POLICY

The process that Newcomb Secondary College 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

Newcomb Secondary College 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.

Requests for consideration 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 relevant Student Support Leader or emailed directly to the school at [newcomb.sc@education.vic.gov.au](mailto:newcomb.sc@education.vic.gov.au). We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

It should be noted that class placement at Newcomb Secondary College is the result of comprehensive and thorough information from a range of key sources, and allows for careful consideration as to what is in the best interests of the child, other students and the school.

#### Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Newcomb Secondary College considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and academic needs. We will ensure that parents/carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

### COMMUNICATION

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

- Available publicly on our school's website
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions

- Reminders in our school newsletter
- Hard copy available from school administration upon request

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2025