

# CLASS PLACEMENT

## PURPOSE

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

## POLICY

The process that Gisborne 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.

There are many factors the College considers in placing students in classes, including but not limited to:

- Learning needs
- Wellbeing needs
- Previous class allocation
- Timetabling constraints
- Teacher availability
- Gender balance
- Course requirements

Whilst parents may enquire about the process followed to place their child in a particular class, due to privacy considerations of other students, specific information will not be shared.

### Requests for placement with friends

Gisborne 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.

If you would like to request that your child to be placed in a class with a particular friend or friends, please ensure that you make this request **by the end of October** of the year prior so that we can consider your request in organising our classes for the following year.

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 relevant Sub School administrator (Junior School, Yr 7-9, [juniorschool@gisbornesc.vic.edu.au](mailto:juniorschool@gisbornesc.vic.edu.au); Senior School, Yr 10-12, [SeniorSchool@gisbornesc.vic.edu.au](mailto:SeniorSchool@gisbornesc.vic.edu.au)). We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

### Requests for placement with certain teachers

All teachers at Gisborne Secondary College are caring and committed educators and Gisborne Secondary College 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.

### Mid-year subject change requests

Requests for class changes at mid-year will be considered, however these are not in the norm as the College prioritises continuity of program and learning over changes made during the school year. Requests for changes must be made in writing to the relevant Sub School administrator (Junior School, Yr 7-9, [juniorschool@gisbornesc.vic.edu.au](mailto:juniorschool@gisbornesc.vic.edu.au); Senior School, Yr 10-12, [SeniorSchool@gisbornesc.vic.edu.au](mailto:SeniorSchool@gisbornesc.vic.edu.au)).

### 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 Gisborne 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 staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Included in course selection information
- 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	May 2023
Approved by	Principal
Next scheduled review date	May 2026