

COLAC SECONDARY COLLEGE

CLASSROOM PLACEMENT POLICY

PURPOSE

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

POLICY

The process that Colac 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

Colac 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 class placements must be made in writing, outlining who you would like your child to be placed with and why. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible. These requests should be made prior to orientation day.

Requests for placement with certain teachers

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

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* on Year Level Movement – see Attendance 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 Colac 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.

EVALUATION

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	June 2021
Review date	2025
DET/VRQA required	Optional