



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamilton Parklands School on 55723077 or Hamilton.sds@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 Hamilton Parklands 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

Hamilton Parklands 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.

If you would like to request that your child be placed in a class with a particular friend or friends, please ensure that you make this request by 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 [insert role, name]. We will not always be able to accommodate class placement requests, but will endeavour to take your wishes into consideration where possible.

Hamilton Parklands School has a very small enrolment and as such, there is currently limited capacity to place students in particular classes, however, all requests will be viewed on a case by case basis.

Requests for placement with certain teachers

All teachers at Hamilton Parklands School are caring and committed educators and Hamilton Parklands 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 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.

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
- 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	04 March 2024
Approved by	Principal
Next scheduled review date	04 March 2027