



CLASS PLACEMENT POLICY

Policy 2025-2028



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

Purpose:

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

Policy:

The process that Roxburgh 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

Roxburgh 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 parents/guardians request their child be placed in a class with a particular friend or friends, please ensure requests are completed by September of the year prior, so we can consider these requests when organising our classes for the following year.

Requests for class placements must be made in writing, outlining who parents/guardians would like their child to be placed with and why. Requests can be addressed to the Assistant Principal. The College 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 Roxburgh College are caring and committed educators and Roxburgh College strives to ensure that all students are provided with a high quality education.

Whilst we appreciate requests that would benefit students being placed in a class with a particular teacher, we are generally unable to accommodate these requests. Our College Leadership Team has an in-depth understanding of each teacher's strengths and will always endeavour to place 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

Roxburgh College will follow the Department of Education and Training policy in the *School Policy and Advisory Guide* 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 Roxburgh 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/guardians are advised

the options 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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- Uploaded to our school website

Policy Review and Approval:

Policy last reviewed	May 2025
Approved by	Principal and School Council
Next scheduled review date	May 2028