Grey Street
Primary School Traralgon

Grey Street Primary School Policy

Class Placement Policy

Issue Date:	**4 Sept 2026**
Next Review:	**4 Sept 2030**

Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

At Grey Street that means that we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff, students and members of the school community.

At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.

Help for non-English speakers

If you need help to understand the information in this policy please contact Grey Street Primary School.

Purpose

To provide a clearly defined, supportive and collaborative process for the placement of children into classes. This policy places the student's needs at the centre, maintains efficiency, increased understanding and improves learning opportunities for each child. It will assist in the formation of well-balanced classes that take into account the social, emotional, academic and physical characteristics of every student. The use of the Class Creator program will also ensure that the prior knowledge that teachers, parents and others have of each child will be taken into account when classes are developed.

Implementation

To ensue effective class placement the following implementation guidelines will be considered;

- While the allocation of children to various classes, class structures and class compositions are all ultimately the responsibilities of the Principal, a collaborative process will be employed.
- The process of forming classes will commence in October\November of the previous year.
- The principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Staff members will be required to work collaboratively to create draft classes of students using Class Creator.
- Students will be given the opportunity to request friends that they would like to be in a class with. At least one of these requests will be granted unless other arrangements are made in conjunction with parents.

- All students will have the opportunity to practise being in the next year level during a series of planned orientation visits in December of the previous year.
- Staff members will visit Pre-School students who have enrolled at our school for Prep in the following year during Term 3 and 4 in an effort to get to know each child and plan for their transition into our school.
- Our school will offer a series of 5 Orientation visits for all Pre-School students who are enrolled in our school to support their transition into our school. The Orientation visits will occur in November and in December. More visits are available for students where necessary.
- Consideration will be given to information from outside professionals (speech therapist, psychologist etc), information provided by parents on the required form, gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Class sizes should be in line with the relevant clause of the current industrial agreement whenever possible.
- Preferred class compositions are either single year level or dual grade levels.
- Once draft classes are completed, the Principal will make any necessary final alterations.
- Under exceptional circumstances the Principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Expressions of interest will be sought from staff members to teach each class. While every effort will be made to accommodate staff preferences, other factors may influence the Principal's decision in this matter.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents during the final week of term four.

Year 6 to 7 transition

Grey Street Primary School has a Transition Co-ordinator whose role is to facilitate a strong, seamless and supportive transition for all our year 6 students moving into year 7. We recognise that the transition from Year 6 to Year 7 is vitally important and *must* have the student at the centre of all that we do. Every effort is made to communicate and ensure that the social, emotional, physical and academic needs of our students are supported during the transition process. Grey Street Primary School organise a series of Orientation visits during term 4 for all our students to familiarise themselves with their new Secondary School settings. Additional visits are also organised for any child who has additional needs.

Grey Street Primary School works in conjunction with our feeder Secondary schools to provide a highly effective transition for all students. We work closely with The Traralgon College, our main feeder school to provide an effective transition program and informative and supportive class placement strategy. Each year Grade 6 teachers provide information to the year 7 team at Traralgon College through Class Creator. This information is used to strategically place students in classes designed to complement their learning requirements and provide an effective social transition to high school.

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Requests for placements

All teachers at Grey Street Primary School are caring and committed educators. At our school we strive to ensure that all students are provided with the highest quality of education. We also recognise that parents will have additional information about their child that may be pertinent to the class creation process. Therefore, parents will have the opportunity to provide additional information that may affect grade placements via the *Grade Placement Form* that will be made available from the start of November each year. This form is not a teacher request form and **requests for specific teachers from parents will not be considered.** Our school 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.

Requests for students to repeat or accelerate 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 or accelerate a year level in exceptional circumstances where Grey Street Primary School 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 or accelerate 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
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	4 September 2026
Approved by	Principal
Next scheduled review date	4 September 2030