24 October 2024

**Class Placement Requests 2025**

Dear Parents,

As advertised in the school newsletter last week, parents will be provided with the opportunity to write to “The Principal PRIVATE & CONFIDENTIAL”, outlining in detail the important and relevant information they believe should be considered in the placement of their child or children for the following year.

At Narrogin Primary School classes are formed to ensure the best learning environment for each child to succeed. Our staff are committed to meeting the educational needs of all students and a great deal of thought goes into placing each child. Individual class placements are made using professional judgements and all the available information we have on your child – social, emotional and academic.

Our DRAFT Class Placement Guidelines have been developed and will be endorsed by the School Board at our next meeting on Wednesday November 13.

Narrogin PS uses student class placement software “Class Solver” to support the development of classes. When class lists have been generated, teachers in the current cohort, in collaboration with specialist teachers and the Leadership Team, review and edit class lists if required.

When allocating children to classes we endeavour to foster positive social interaction across a year group, by making socially balanced classes and to help prevent non-constructive relationships. We believe all children are capable of and should be given the opportunity to make new friendships in new classrooms. Through developing your child’s resilience, they can learn to adapt to change, broaden their friendship groups and use and develop skills in working with new peers and teachers. This is the aspect of the school experience where students learn to function socially with all kinds of people.

Parents are able to inform the school of any special circumstances that they believe need to be considered when placing their child in a class. This will be referenced along with other information and the professional judgement of the classroom teacher.

**Parent Requests**

Correspondence that will be accepted for consideration during the school decision making must be based on valid educational reasons. The school reserves the right to determine valid educational reasons.

These may include:

* Issues relating to learning disabilities or difficulties
* Issues relating to medical need or physical impairment
* Emotional issues which dramatically impact the learning environment
* Placement of multiples (twins or triplets)
* Placement for reasons related to individual family matters

It is important to know that parent requests cannot be made or will not be considered for:

* A specific teacher, by name or gender
* A student not to be placed in a composite class
* A student to be placed in a class with only one teacher

It is not to be assumed that information provided to the school in previous years in relation to class placement will be considered in current discussions.

This letter is to be received by the close of business **Term 4 Week 4, Friday 1 November (3:30pm)** delivered to the Administration building or via email to [narrogin.ps@education.wa.edu.au](mailto:narrogin.ps@education.wa.edu.au) . Parent requests that are made in any other manner or received after this date will not be considered as a placement factor. Please note our school cannot guarantee that parent requests can be met.

**Parent Notification of Class Placement**

Parents will be notified of the placement of their child/children for the following school year via an individual email, letter or text message.

Class placements are subject to change after this notification due to additional and /or unexpected enrolments or the availability of staff.

The final decision on class placements rests with the Principal and are considered final.

Parents play a significant role by being as positive and encouraging as possible to their children in the process. If you have any questions, please feel free to contact one of the Leadership team or your child’s teacher.

Kind regards

Eloisa Goss

Principal