

## Grade Placement Policy



**Help for non-English speakers** If you need help to understand this policy, please contact Yubup Primary School.

### PURPOSE

The purpose of this policy is to outline how class placements are determined and how families may provide input to support their child's learning, wellbeing, and success at school.

Class placements are carefully considered to create balanced learning environments that support the academic, social, and emotional needs of all students.

### Class Placement Process

Class placements are determined by school leadership and teaching staff using professional judgment. Considerations include:

- Academic learning needs
- Social and emotional development
- Behavioural and wellbeing needs
- Peer dynamics
- Balanced class composition

No single factor determines placement, and decisions are made in the best interests of all students.

### Friendship Considerations

Students will be invited to submit a list of up to five friends they would feel comfortable being placed with.

- Each child will be placed with one friend from their list wherever possible
- Friendship requests are considered alongside many other factors
- Friendship requests cannot be guaranteed

This approach supports student wellbeing while ensuring balanced and inclusive class groupings.



## Parent and Carer Requests

Parents and carers may submit a written request to support class placement decisions.

- Requests will be accepted for a **three-week period at the beginning of Term 4**
- All requests must be sent directly to the **Assistant Principal**
- Requests must focus on **how the school can best support the child's learning, wellbeing, and engagement**

Requests **must not**:

- Ask for a specific teacher
- Ask for placement with a specific friend

Appropriate requests may include information about:

- Learning styles or support needs
- Social or emotional considerations
- Environmental factors that support success (e.g. structured routines, calm learning spaces, peer support, physical locations)

## Considerations of Requests

All parent and carer requests will be read and carefully considered. While the school will take this information into account, **specific placements cannot be guaranteed**.

Final class placement decisions rest with the school and are made to ensure equitable and effective learning environments for all students.

## Communication of Class Placements

Class placements will be communicated to families at the time advised by the school. Once placements are finalised, changes will only be made in exceptional circumstances.

## POLICY REVIEW AND APPROVAL

The Principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school community.

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| <b>Created date</b>     | 25/02/2026              |
| <b>Approved by</b>      | Principal – Maree Moyle |
| <b>Approved on</b>      | 25/02/2026              |
| <b>Next review date</b> | 25/02/2029              |



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