



Help for non-English speakers

If you need help to understand the information in this policy, please contact Marnebek School Cranbourne
Ph: 59963858

PURPOSE

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

POLICY

The process that Marnebek 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

Marnebek 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 the principal. We 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 Marnebek School are caring and committed educators and Marnebek 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 generally unable to consider 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:

<p style="text-align: center;">Marnebek School Cranbourne</p>	<p style="text-align: center;">Class Placement Policy</p>	
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- Available publicly on our school’s website
- Discussed at staff briefings/meetings as required
- Included in our staff handbook
- Made available in hard copy from school administration upon request

REVIEW CYCLE

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2026