

Class Placement Policy



Help for non-English speakers

If you need help to understand this policy, please contact the school Principal (or Principal delegate) on 52 612 360.

PURPOSE

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

POLICY

The process that Torquay College works through to plan each student's class placement begins months before the end of the school year. We understand that parents and carers may like to request that their child be placed with a particular friend or in a particular class however at Torquay College we not accept parent or carer requests.

Requests for placement with particular students or teachers

Torquay College does not accept parent or carer requests for students to be placed with particular friends or teachers.

A Google Form will be sent via Compass for students to complete with their parent or carer. Students will be invited to nominate 5 peers with whom they believe they learn and work well. These nominations will be considered as part of the class-placement process; however, placement with nominated students cannot be guaranteed.

Staff carefully develop balanced classes by considering students' academic, social, emotional and behavioural needs, peer relationships, class dynamics and the equitable distribution of students.

All teachers at Torquay College are capable and committed educators. Teacher and class placements are determined by the Principal, in consultation with relevant staff. Requests for particular teachers will not be considered.

The Principal's decision regarding class placement is final. Once classes have been finalised, students will not be moved between classes unless the Principal determines that exceptional circumstances exist.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

Students are only able to repeat a year level in exceptional circumstances where Torquay 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/carers are advised of the options that 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:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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