



CLASS PLACEMENT POLICY

Organising the significant amount of information required for our class placement process is a complex task. At Brighton Primary School and Centre of Deaf Education, we aim to ensure the fair and equitable creation of classes for the new school year.

All teachers at our site are fully qualified and experienced professionals. We kindly ask that judgements are not made based on information provided by others. Students in every class operate across a range of ability levels, and teachers differentiate learning to meet each child's needs. Whether your child is in a straight year level class or a composite class, this does not affect the quality or level of their learning.

Class placement decisions are made using a wide range of information, including:

- Gender balance
- Students with additional needs
- Academic abilities
- Teacher, student, and parent input

The needs of students are central to all decisions.

Teachers work collaboratively to ensure consistency in allocating information across each year level. Staff utilise key software to create and adapt classes for the new school year. Final class placements are reviewed by teachers and then approved by the leadership team, who take into account confidential information.

STUDENT INFORMATION

Teachers ask students to nominate peers with whom they play and learn successfully. We endeavour to place each child with at least one nominated peer from their list. Student friendships are acknowledged as an important part of schooling, balanced with teacher, family, and student information. We also believe it is important for children to develop resilience and have opportunities to form new friendships.

FAMILY INFORMATION

As part of our partnership in learning, we invite parents/caregivers to provide significant information to be considered during the class placement process, including:

- Social, emotional, health, behaviour, or learning issues relevant to your child
- Disability related needs or key information
- Other mitigating factors that may significantly impact your child's learning for the new school year
- Requests for separations — these can only be considered where there is a significant history involving ongoing issues and staff are aware



Brighton Primary School & Centre of Deaf Education

If a large number of separations are requested, not all can be accommodated due to the necessity to ensure fair and equitable classes in line with Educational Industrial Agreements for teachers.

Requests not considered for class placement:

- Requests for a specific teacher
- Requests not to have a specific teacher
- Requests not to be placed in a composite class

PROCESS FOR PARENTS TO SHARE INFORMATION

If you wish to provide information in line with the above criteria, please submit via the Microsoft Form emailed to families in Week 1, Term 4. The final day for submissions is Friday, Week 2, Term 4. Information received after this date will not be considered.

Please note: Previous parent information is not retained. Information from parents must be submitted annually and in writing.

TIMELINE FOR NOTIFICATION

Information regarding class placement and teacher for the new school year will be distributed to families in the final week of Term 4.

Ratified by Governing Council 7 September 2026