

Class Formation Policy 2026

1. RATIONALE

The process that Templestowe Park Primary 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.

A clearly defined, collaborative process for the placement of students into classes will lead to grade consistency in regards to social and academic needs and therefore improve opportunities for learning.

2. GOALS

- 2.1 To provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn.
- 2.2 To form well balanced classes of students that take into account the social, emotional, academic and physical characteristics of each student.
- 2.3 To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each student prior to class placement.
- 2.4 To explain to our school community how we manage requests for class placements, for the following school year.

3. IMPLEMENTATION

2.1 Grade structure

The Principal, in consultation with staff and School Council and after considering student numbers, will determine the grade structure and therefore the number of classes for the following year. Preferred class compositions are single, however, there may be occasions when the number of students at a particular year level, necessitates the formation of composite classes.

The process of forming classes will be reviewed in November of the previous year. The review will seek the input of all staff and will guide them through the process of creating equitable, balanced grades for the following academic year.

2.2 Requests for placement

Templestowe Park Primary School recognises the importance of fostering and maintaining friendship groups. This is why the school offer students the opportunity to select five friends, and guarantee that they will be placed with a minimum of one of the students. Templestowe Park acknowledges that it is equally important for students to mix and learn with peers who have different interests.

Where it is considered that special circumstances may have a significant impact on a student's educational, social or personal development, parents may wish to make a request regarding their student's placement. To do this, the electronic form will be offered to parents for input. TPPS will not always be able to accommodate requests however, will endeavour to take parent's wishes into consideration where possible. Parental requests need to be made by the date provided in consecutive newsletter articles.

2.3 Requests for placement with certain teachers

All teachers at Templestowe Park Primary School are caring and committed educators and TPPS strives to ensure that all students are provided with a high-quality education. Whilst we appreciate that parents may believe that their child would benefit from being placed in a class with a particular teacher, the school is unable to consider these requests. The school's leadership team and staff have an in-depth understanding of each teacher's strengths and will always endeavour to place students with teachers who are best placed to suit their needs. TPPS does 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.

2.4 Requests for students to repeat a year level

Templestowe Park Primary School follows 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](#). We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Templestowe Park Primary School 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.

2.5 Creating classes

Staff members will be required to work collaboratively to create draft classes of their current students for the following year. Consideration will be given to gender, the previous class, each student's ability, behaviour and friendship groups. Students will be given the opportunity to request the names of five students (not in preferential order) that they would like to be placed in a classroom with. The school will ensure that one of the five students requested will be accommodated. Individual needs and a whole school perspective must be considered. Once draft classes are completed, the Principal / Assistant Principals will make any necessary final alterations.

5. COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Discussed at staff briefings or meetings, as required
- Available for download from the school website and from Compass
- Made available in hard copy from school administration upon request

6. EVALUATION

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2029