



**St Joseph's Primary School**  
**70 Botanic Road, Warrnambool**

Dear Families,

**Re: Planning for 2026; Classroom Structures, Transition and Class Placement.**

It is amazing how quick a year can go! As I wrote formally last term we have commenced working on preparations for next year.

At St. Joseph's we are all committed to making our school a great place; full of energy, commitment and quality. As part of this commitment to everyone we share the following important information.

Moving to a new class, a new teacher is all part of the process of change. The associated feelings of both excitement and nervousness are a reality of the change process. Clear and timely advice, care, respect, confidentiality, understanding of different points of view and a co-operative approach all help students manage these changes well.

Our 2026 Classroom structure will be:

Junior School:	Foundation	4 groups
	Year 1	4 groups
	Year 2	4 groups
Middle School:	Year 3	4 groups
	Year 4	4 groups
Senior School:	Year 5	4 groups
	Year 6	4 groups

To support the above arrangements, the following organizational information for our Transition and Class Placement Programs are listed.

*Transition is defined as the movement of Students to other classrooms in preparation for the next school year. This year there will be three sessions for all current students including Orientation Day, Tuesday 9<sup>th</sup> December.*

Session 1 & 2: Students will experience a variety of classrooms, teachers and other students at their appropriate level in preparation for the 2026 school year. Year 6 Students will attend a Junior School buddy classroom during this time. The dates for transition are Monday 17<sup>th</sup> and Monday 24<sup>th</sup> November. This transition will be for a small part of the day.

Session 3: Orientation Day Tuesday 9<sup>th</sup> December, 2025.

Students will attend their current classroom at 9:00am on this day and will then be notified of their 2026 classroom by their current teacher. Students will move to their 2026 class group from 9:30am and share in a BBQ lunch from 1:00pm. After the lunch break all the students will return to their current 2025 classroom. Year 6 students will attend their Secondary College for the full day and 2026 Foundation Students will also attend for the morning (Separate Information letter will be sent to all 2026 Foundation students).

### Class Placement

*Class Placement refers to the placement by staff of each child into an appropriate classroom for 2026 based on academic achievement, social development, and classroom size.*

The guidelines staff use for student placement at St. Joseph's are: academic levels, individual social/emotional/behavioural needs and peer relationships. Other practical factors to impact on the placement will include teacher recommendations, class size, groupings available, creating a range of abilities and interests in each class group. In the older grades the concept of a "working friend" also guides student placement.

Families are able to contribute to this process by informing the school of any of the following via the 2026 placement form (green form):

- specific student learning development
- relationships with students or families both at school and/or outside of school.

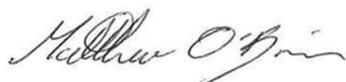
#### **Note**

- ***the green form must be collected from school and returned in a sealed envelope by Friday 10<sup>th</sup> October.***
- **the green form must be completed each year as historical requests do not necessarily carry over.**
- **all information on the green form will be considered but we are unable to guarantee requests**
- **conversations held with staff members during parent-teacher interviews and/or PSG meetings are not necessarily considered as formal requests so a green form is strongly advised**

If after Orientation Day a class placement issue arises a placement consideration can be lodged in writing by contacting the school for the necessary proforma. The issue will then be reviewed by the Placement Committee for decision before the end of the school year. Placement Committee members are Principal, Assistant Principals, Wellbeing Coordinator, Learning Diversity Coordinator, Classroom Teacher and Learning Leaders as appropriate.

In all these processes, professional, respectful co-operation and student welfare will be utmost in all our minds; I thank you in anticipation of your considered support.

Regards,



Matthew O'Brien  
Principal.