



CLASS FORMATION POLICY

POLICY STATEMENT

A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

Aims:

- To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.

Implementation:

- While the development of yearly class structures and class compositions are all ultimately responsibilities of the Principal Class, a collaborative process for the allocation of children to grades will be implemented.
- The process of forming classes will commence in term 4 of the previous year.
- The principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- Expressions of interest will be sought from staff members through the workforce plan to teach at a year level/specialist roles. *Once decided, staff members will be required to work collaboratively to create draft classes of students.*
- When placing a student into a class, discussions will occur between teachers, facilitated by year leaders using information collected by the teachers. Once a basic structure is formulated, the Student Wellbeing Coordinator will be consulted to determine the best placement for the student. Specialist staff will be consulted.
- Consideration will be given to gender, the previous class, each child's ability, behaviour. Though friendship groups may be taken into consideration, they are not a main factor. Individual needs and a whole school perspective must be considered.
- Foundation to Gr. 2 classes should be smaller whenever possible.
- Preferred class compositions are either single year level or dual grade levels.
- The principal will formally seek input from parents via the newsletter. All parent input must be based on the educational needs of a child, and be directed to the Principal in writing. The Principal will share parent input with the Student Wellbeing Coordinator and Year Leaders prior to the formation of classes. Requests for children to be with friends are not taken into consideration unless based on an educational foundation.
- Once draft classes are completed, the principal class may make any necessary final alterations, but this will be done in consultation with the sub-school coordinators.
- Under exceptional circumstances the Principal may reorganise classes throughout the year.

- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents during term four through the school newsletter.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- In regard to placements of students enrolled during the school year, a collaborative process which includes the AP, Student Wellbeing Coordinator and year level leader (when necessary) will be conducted to determine the best placement for the student. Consideration will be given to the existing grade structure in regards to numbers/male & female balance and special needs.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Date Implemented	Term 1 2014
Author	Janette Llewellyn
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	Term 1 2017
Responsible for Review	Assistant Principal
Review Date	February 2017
References	