

CLASS FORMATION

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, and Consultative Committee will determine the number of classes for the following year, the sizes of classes 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.
- Data will be sought on students which will be used to create preliminary, draft classes using a ClassSolver survey
- The draft structure will be made available for staff for consultation and feedback
- When placing a student into a class, a range of factors are considered which may or may not be known to all parties involved.
- Consideration will be given to gender, the previous class, each child's ability, attitude to learning and 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 single year level
- 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 prior to the formation of classes. Requests for children to be with friends are not taken into consideration unless based on an educational foundation. Requests for teachers will not be 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 PLT Leaders.

- 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 school communication channels.
- 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 PLT 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 of students, male & female balance and special needs.

REVIEW CYCLE

This policy was endorsed by School Council on Mat 20th 2019, and is due for evaluation in May 2022.

Date Implemented	May 2019
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	May 2022
References	