



CLASS FORMATION POLICY

Policy Statement

- A clearly defined, collaborative process for the placement of children into classes that maximises their learning opportunities and development.

Aim

- To provide each child with the opportunity to be part of a class that will allow him or her the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic needs and gender of each child.
- To ensure that, in the process of determining class placement, optimum use is made of the prior knowledge that teachers and parents have of each child

Guidelines/Implementation

- The Principal, in consultation with staff, after considering student enrolment numbers, will determine the number of classes for the following year, class sizes and class structure.
- Student numbers in Prep – Year 2 classes should meet DE&T guidelines whenever possible.
- Preferred class structures are either single year level or dual grade levels within the same CSF level.
- Under exceptional circumstances, eg. if enrolments significantly increase or decrease, the Principal may reorganise classes throughout the year.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter their placement once further information is known about the child.
- Concerns regarding the overall formation of classes must be directed to the Principal.
- While the allocation of children to various classes, class structures and class sizes are all ultimately responsibilities of the Principal, a collaborative process with teachers and parents will be employed.
- In September, the Principal will seek input from parents, via the Newsletter, into the school's class structure. All parent input must be placed in writing. This information will be taken into account when discussing the school class structure with staff.
- In September, the Principal will invite parents via the Newsletter, to either put in writing or discuss with the Assistant Principal, particular requests, of a student welfare nature, regarding the placement of their child.
- The process of forming classes for the following year will commence in October.
- Expressions of interest for teaching preferences will be sought from staff members.
- Staff members will work collaboratively to create draft classes of students.
- Consideration will be given to gender, the child's previous class, each child's ability, behaviour and friendship groups. Individual student needs and a whole school perspective will also be considered.
- Once draft classes are completed, the Principal will make any final alterations, in consultation with Unit Leaders and the Assistant Principal.
- The composition of proposed classes will not be disclosed to students or parents prior to any formal announcements.
- Details relating to the school organisation, class allocation of children and the roles of teachers will be announced to students and parents no later than one week before the end of Term 4.
- Once classes have been announced, any parents seeking clarification regarding student placement are asked to speak with the Principal.

Evaluation

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

This policy was last ratified by School Council in November 2005.