

CLASS FORMATION POLICY

PURPOSE

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

- 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.

GUIDELINES

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with the school community will be employed.
- The process of forming classes will commence in November 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 to teach each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Junior classes should be smaller whenever possible.
- Once draft classes are completed, the Principal will make any necessary final alterations.
- 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.
- 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.
- Proposed details relating to the school organisation, classes of children, and the roles of teachers will be released to parents during the transition week in December.
- Concerns regarding the placement of specific children in classes must be addressed to the Principal on the grade request form which is available at the office within the given time period outlined in the newsletter. (usually November each year.) Personal judgements about teachers or other students will not be taken into consideration.
- Submitting a grade request form does not guarantee a child will be placed into the grade requested, because there are many other considerations which may not be evident to parents.

EVALUATION

All policies will be reviewed as part of the school's cyclic review process. This policy will be reviewed in August 2014.



COUNCIL APPROVED: _____
DATE: _____