



CLASS FORMATION POLICY

Policy No. 1.02

Rationale:

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.

Guidelines for Implementation:

- The process of forming classes will commence in October 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 following criteria:
 - Gender balance
 - Behavioural needs
 - Friendship needs and difficulties
 - A balance of learning abilities
 - Same teacher as in previous years
 - Personalities- (in some special cases, the personalities of both teachers and students are considered before a decision is made regarding placement of a student)
 - A whole school perspective must be considered.
 - Junior classes should be smaller whenever possible.
- As well as the above criteria, all classes will be formed to be academically and socially balanced.
- The principal will formally seek input from parents via the newsletter, on social and individual student needs. All parents input must be directed to the Principal and placed in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed and the consultation process has been completed, the principal/assistant principal will make any necessary final alterations if required.

- 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 should experience a range of different social groupings during their primary school education so that they have the opportunity to develop a wide range of friendships.
- 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.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents in the final week of term four.
- 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. 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:

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

Version	Edited by/Comments	Next review
1	Reviewed 2016/ ratified August 2016	2016
2	To be reviewed	2019

