

CLASS FORMATION

POLICY

Rationale:

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

Guidelines:

- To provide each student with the opportunity to be part of a class that will allow them the best opportunity to learn.
- To form well balanced classes of students 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 about each child prior to class placement.
- To ensure appropriate notification to parents regarding the process of class formation.
- To conform with relevant DEECD directives on the composition of class size.

Implementation:

- While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, consultative 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, budgetary constraints, 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 class 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.
- The Principal will formally seek input from parents via the newsletter. Parent input must be directed to the Principal and placed in writing and the requests will be considered on the basis of educational, social and emotional needs of students. The Principal will inform staff of parent input that is considered reasonable prior to the formation of classes.
- 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.
- Details relating to the school organisation, classes of students, and the roles of teachers will be released to parents towards the last week of term four.
- Concerns regarding the placement of specific students in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

- Students eat regularly throughout the school day, but to ensure the safety of students and the cleanliness of the school grounds, eating needs to be managed appropriately.

Evaluation:

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

This policy was last ratified by School Council on....

2014

References: