

Policy Number	Ratification Date	Reviewed	Review Date
16	2017	2017	2021



# CLASS FORMATION POLICY

## 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.

## Aim

- To provide each child with the opportunity to be part of a class that will allow them to reach their academic potential.
- To form well balanced classes that take into account the social, emotional, academic and physical needs of each child.
- To ensure optimum use is made of prior knowledge that teachers, parents and others have of each child in the consideration of class placement.

## Implementation

While the allocation of children to various classes, class structures and class compositions are all ultimately the responsibility of the principal, a collaborative process will be employed.

- 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 level compositions.
- Staff members will be required to work collaboratively to create draft classes of students. The process of forming classes will commence in November of each year.
- Class sizes will follow the DET guidelines.
- The Principal will seek input from parents only in relation to obtaining current information about the learning and emotional needs of their child that the school may not already be aware of, in particular any pertinent welfare related information. This information will be sought via the school Newsletter in early November. Relevant information will be communicated to staff members prior to the drafting of class lists.
- Students will have input into their future class construction. They will be asked to write the names of five friends they would like to have in their next class. Where possible teachers will place them with at least one of the students they nominate.
- Individual student needs and a whole school perspective must be considered. Emphasis will be given to creating classes with an equal spread of gender, while behavioural, social, emotional and physical needs will also be a strong determinant of class placement.
- Once draft classes are completed, the Principal, with the Leadership Team, will meet with Team Leaders to discuss the lists and make any necessary alterations, in consultation with class teachers.
- Under exceptional circumstances 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 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 on 'Step Up Day' prior to the end of term four.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Following determination of new class groupings, staff will engage in a handover procedure where current possible, current teachers will leave notes for the future teacher in Sentral.

## Evaluation/Review

- The class formation policy will be evaluated at the end of each process with a view to improving it.