



Theodore Primary School Class Formation Policy & Procedure

Rationale:

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

Implementation:

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with all staff will be employed. This will include parent input.
- 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 through Annual Professional Discussions to teach each year level.
- 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.
- Classes K-3 will cluster around 21 students. Other classes will be as small as possible.
- The Principal will formally seek input from parents via the newsletter/letter. All parent input must be directed to the Principal and placed in writing. If appropriate, the Principal will inform staff of parent input 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.
- 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 during the first week of school each year.
- Concerns regarding the placement of specific children in classes, the allocation of teachers to classes, or the overall structure of classes must be directed to the Principal.

Evaluation:

Endorsed 2020. This procedure will be reviewed in 2022.

