

# Haddon Primary School - Policy Statement

## Updated: 2023



### Class Formation Policy

#### **Rationale:**

*A clearly defined, collaborative process for the placement of students into classes will lead to 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.

#### **Implementation:**

- The process of forming classes will commence in November of the previous year.
- While the allocation of students, class numbers, structures and compositions are all ultimately the responsibility of the Principal, a collaborative process with the teaching staff will be employed. The Principal, in consultation with staff, and after considering student numbers, will determine the number of classes, the year levels and size of each class for the following year.
- Class groupings of students should be well balanced and take into consideration the social, emotional, physical and academic needs of each student.
- Consideration will be given to age, gender, student ability, behaviour, previous class, friendship groups, teacher recommendations and parent/carer requests. Individual needs as well as a whole school perspective will be considered.
- The Principal, or Assistant Principal, will inform Unit Leaders of parent/carer input prior to the formation of classes. These will be taken into consideration when considering class compositions.
- The number of students in Early Years classes should be smaller if possible, but may increase or decrease during the year due to enrolment fluctuations.
- Staff members will be required to work collaboratively within their unit to create draft classes of students.
- Once draft classes are completed, the Principal may make any necessary alterations in consultation with the Leadership Team.
- Under exceptional circumstances, the Principal may need to reorganise classes throughout the year.
- All parent /carer concerns or requests regarding the placement of specific children in classes should be directed to the principal or assistant principal.
- Graduate and accomplished teachers will be encouraged to develop their skills by working in different grade levels or specialist roles throughout the school.
- Expert teachers may be positioned within the school to support leadership. This will be negotiated on a case by case basis.
- Expressions of interest will be sought from staff members to teach in sections and specialist areas.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Details relating to the school organization, classes of students and the roles of teachers will be communicated to parents/carers in the last week of term four.
- Orientation opportunities will be organised for new students who will be attending the school in the following year.
- Students who enrol at the school during the year will be allocated to classes determined by the number of students in each class at the grade level in which the student is enrolling.