



CLASS FORMATION POLICY

(Updated: 12 Oct 2020)



PURPOSE

To provide a clearly defined, efficient and collaborative process for the placement of students into classes, to produce balanced class groups which maximise opportunities for learning.

OBJECTIVES

- To create class groups which provide each student with the best possible 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 existing knowledge that teachers, parents and school support personnel have of each student, prior to class placement.

GUIDELINES FOR IMPLEMENTATION

- The process of forming classes will commence in October of the previous year, and will follow a prescribed timeline.
- The Principal, in consultation with staff, and after considering student numbers, will determine the number of classes, class sizes and the structure of classes for the following year.
- Expressions of interest will be sought from staff members as to their preferred year level/specialist placement.
- Staff concerns regarding their placement, or structure of classes, must be directed in writing to the Principal.
- Staff members will be required to work collaboratively to draft classes of students.
- Consideration will be given to gender balance, previous class placement and each student's social, emotional, academic and physical needs.
- Individual needs of students and a whole school perspective will be considered.
- Foundation to Year 2 class sizes should follow DET guidelines, where possible.
- Formation of Foundation classes will be overseen by the Foundation Year Level Team Leader with guidance from:
 - Foundation Transition Co ordinator
 - Pre-school staff
 - school support personnel
 - knowledge gained from the transition process
 - parent information
- Class compositions will generally be either single year level or dual year levels.
- The process for determining students repeating a year, will follow school guidelines as outlined in Appendix One.
- A collaborative process with the school community will be undertaken, however, the allocation of students to various classes, class structures and class compositions are ultimately the responsibility of the Principal.
- The Principal will formally seek input from parents via the newsletter. All parent input must be directed to the Principal in writing. If appropriate, the Principal will inform relevant staff of parent input prior to the formation of classes.
- Once draft classes are completed, the Principal will make necessary final alterations. These alterations will be made in consultation with the Year Level Team Leader.
- Under exceptional circumstances, the Principal may reorganise classes throughout the year.
- Once class groups have been published, parent concerns arising from student placements will initially be discussed with the current Year Level Team Leader. Continuing concerns will be directed to the Principal Team for further consideration.

- Staff members will not disclose the composition of proposed classes prior to any formal announcement. In the case of identified students, prior disclosure of class placement may occur as part of that student's specific transition process.
- Details relating to the school's organisation, placement of students, and the roles of teachers will be released to parents during the final weeks of Term Four.
- Foundation students will be advised by mail of their class placement prior to Orientation Day, which is held in December.

EVALUATION

Evaluation of this policy will be carried out by the Leadership Team as part of the Policy Committee's cyclic review process, in four years time, or beforehand, if a significant issue arises.

Approval Date : 22 October 2020

Review Date : October 2024

Signed :

Janet Evison
(Principal)

Alan McKinlay
(School Council President)