



## Class Formation Policy

### Rationale:

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

### Aims:

- To provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn taking into account the social, emotional, academic and physical characteristics of each student.
- To form well-balanced classes and well-balanced level groups
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each student prior to class placement.
- To confirm 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, a consultative process will be employed.
- When forming classes, the social, emotional, academic and physical needs of each student will be considered.
- The process of forming classes will commence in October of the previous year.
- The Principal, in consultation with staff via the staff consultative committee 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 for preferred teaching roles.
- The allocation of staff roles is the responsibility of the Principal.  
Staff members work collaboratively to create draft classes of students.
- Prep to 2 classes should be smaller whenever possible, adhering to DEECD guidelines of a 1:21 ratio where partible. Consideration will be given to gender balance, the previous class, each student's ability, special talents (e.g. performing, musical, sporting, and leadership), behaviour and friendship groups, family relationships etc.
- All parents input must be directed to the Principal and placed in writing or email within the time frame advertised. If appropriate, the Principal will inform staff of parent input prior to the formation of classes. All parent letters will be filed for reference each year.
- Requests with respect to specific teacher allocation will not be considered. The final decision for placement of students into classes rests with the Principal.
- 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.
- Students who enrol at the school during the year will be allocated to classes based on current class numbers, whilst best adhering to DEECD guidelines where practical and with the possible need to alter the placement once further information regarding the student is known.
- Details relating to the school organisation, classes of children, and the allocation of teachers will be released to parents and students prior to the transition sessions held in December each year.

- 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.
- A student database will be maintained by the class teacher with reference to student achievement levels and learning needs. This database will be forwarded to the new class teacher

### **Evaluation:**

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

This policy was ratified by School Council - August 2017