



Class Formation (Kindergarten to Prep) POLICY

The growth of Laurimar Primary School has been very rapid. Laurimar Primary School has been committed to ensuring we foster a culture whereby all students feel valued, supported and recognised as an individual in a safe and secure learning environment. In order to maintain this culture, one important aspect is the class formation for Kindergarten children transitioning to Prep. This process takes into account many variables. Whilst we consider the social and emotional needs of all our children, it is our priority to ensure academic balance across all grades. Where possible, we will endeavour to meet friendship requests, however, this may not always be appropriate.

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.

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 first and foremost the academic needs of each child and then emotional, physical characteristics and social balance for each child.
- To ensure that optimum use is made of the prior knowledge that teachers, relevant educational professionals, allied health professionals and parents have of each child prior to class placement.
- To allow for each child's individuality and maximum growth.

Implementation:

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process will be employed with the transition coordinator.
- The Principal, in consultation with the school leadership team and after considering student numbers, will determine the number of classes for the following year and class sizes.
- The process of forming classes will commence in October / November of the previous year.
- Teacher allocation to a class will not be based on a teacher class share due to teacher time fractions, eg. a 0.4 or 2 days teacher and a 0.6 or 3 days teacher, sharing responsibility of a class.
- The Prep transition coordinator will be required to create draft classes of students.
- In establishing a balanced class structure, consideration will first and foremost be given to academic progress. Considerations will then be made for gender, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Information on student academic ability will be gathered by Prep teachers during the school's 'Step into Prep' transition program.
- Laurimar Primary School will aim to maintain an average class size of 21 in Prep.
- Preferred class composition is single year level or where required a dual class level.
- 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 and School Council members will not disclose school organisation and the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be inducted by a member of staff according to the above criteria.
- During the students first year of Prep, they will participate in Prep Entry Testing every Wednesday whereby information about the child's progress is gathered by the classroom teacher.
- Any parent concerns regarding the academic placement of specific children in classes must be directed to the Principal and placed in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.

Evaluation:

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