



Class Formation (Classes 1 to 6) POLICY

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.
- The Principal, in consultation with the school leadership team and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.
- The process of forming classes will commence in 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.
- Through consultation, teachers will be allocated to both a class level and individual class.
- Once decided, staff members will be required to work collaboratively 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, previous class, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Laurimar Primary School will aim to maintain an average class size of 21 in the Junior School (1 and 2) and an average class size of 26 in the senior school (3 to 6).
- 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.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents during the final week of term four by the Principal.
- After the release of information about the following year from the Principal, students will participate in our whole school 'Meet the Teacher – Student Orientation' session where they will meet their new class teacher and grade for the following year.
- 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.

This policy was ratified by School Council in...

September 2012