

Sacred Heart Catholic School

Ulverstone



CLASS FORMATION POLICY

RATIONALE

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

AIMS

- To provide each child with the opportunity to be part of a class of children where they will be able to have the best opportunity to learn
- To form well balanced classes of children in which the social, emotional, academic and physical needs of each child are taken into account
- To ensure that optimum use is made of prior knowledge that teachers and parents have of each child before class placement.

PROCEDURES

Whilst the allocation of children to various classes, class structures and class compositions are all ultimately the responsibility of the Principal a collaborative process will be employed.

- The process of forming classes will commence in November of the previous year.
- The Principal, in consultation with the Leadership Team, and after considering student numbers, will determine the number of classes for the following year and the year level of each class. It is important to note here that this will also be largely determined by the staffing allocated by the Catholic Education Office for the school.
- The children from grades Prep – 5 are given the opportunity to name three or four people with whom they would like to be for the coming year. Where possible the teachers endeavour to place children with at least one of their choice. However there can be no guarantee that every children will be placed with one of their choice.
- Teachers then work together to create draft classes of students taking the following into account:
 - Gender
 - Ability
 - Social / emotional needs (behaviour)
 - Friendships as requested by the students
 - Previous class

Individual needs and a whole school perspective must be considered in this process.

- Preferred class compositions are single grade levels or dual grade levels.
- The Principal will inform parents via the newsletter when placements are being determined so that parents with children with special needs can discuss their placements.
- Parents who have specific requests need to put these in writing and make an appointment to speak to the Principal. If it is necessary the Principal will inform staff of parent input prior to the formation of classes. All parent input must be directed to the Principal and placed in writing. The principal may request an interview with the parents to discuss any issues surrounding placements. If applicable the Principal will inform staff of parents input prior to the formation of classes when possible.
- Once draft classes are completed the Principal, in consultation with teachers, will make any necessary final alterations.
- 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.
- Children who enrol at the school during the year will be temporarily allocated to classes with the possible need to alter the placement once further information regarding the child is known.
- Parents will be informed of class compositions and the roles of staff once staffing and students numbers have been determined usually in the second week of December.
- Students will learn of their class composition and teacher/s during the last week of fourth term. They will spend 1 – 1 1/2 hour orientation with their teacher and classes members for the coming year.
- Concerns regarding the placement of specific children in classes, the allocation of teachers to classes, or the overall structure of classes must be directed to the Principal.

Evaluation

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

Approved by: Sacred Heart Catholic School Board

Implementation Date: 28th May 2014

Revision Date: 28th May 2017