



Class Formation 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 the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teaching staff have of each child prior to class placement.

IMPLEMENTATION:

The allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal. The process of forming classes will commence at the start of term four of the previous year. The Principal, in consultation with staff and after considering student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.

- Staff members will work collaboratively to create draft classes of students.
 - Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
 - P-2 classes should be smaller whenever possible.
 - The Principal will formally seek input from parents via the newsletter. All parent input must be addressed to the Principal in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed, the Principal will make any necessary final alterations.
- Class structure will be communicated formally in the newsletter and by mail.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- An outline of the process is found in attachment A.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal (see attachment B)
- Under exceptional circumstances the Principal may reorganise classes throughout the year.
- 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.

EVALUATION:

- The class formation process will be evaluated at the end of each process with a view to improving it.

REVIEW:

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



Attachment A: Outline of class formation process timeline

Term 4, Week 1 Week Beginning 3/10/16	Send out policy and timeline to parents Forecast numbers of students and genders Newsletter: Request community input into modelling class structures
Term 4 Week 5 Week Beginning 2/11/16	Newsletter: Announce class structures Note: 31/10/16 is a student free day & 1/11/16 is Melb. Cup day
Term 4 Week 6 Week Beginning 7/11/16	Written requests from parents due by Friday of this week.
Term 4 Week 7 Week Beginning 14/11/16	Class lists to be formed during staff meetings
Term 4 Week 8 Week Beginning 21/11/16	Class lists to be formed during staff meetings
Term 4, Week 9 Week Beginning 28/11/16	Newsletter: staff allocation to classes and specialist roles announced
Term 4, Week 10 (Penultimate week) Week Beginning 5/12/16	Class lists posted on Monday. This includes class members & teacher. Appeals to be lodged Monday/Tuesday/Wednesday
Term 4, Week 11* Week Beginning 12/12/16	Monday – All appeals to be resolved by this day Wednesday – In school transition

*Term lengths vary – timeline should be adjusted to ensure that class lists are posted on Monday of the penultimate week of term.

Attachment B: Appeals process

- Every effort is made to produce classes to designed to produce a positive learning environment. As mentioned in the policy, many variables and constraints enter into the class formation process, including parent input.
- Should the allocation announced in the penultimate week of Term 4 be unsatisfactory to a parent, they can request that the Leadership Team to review the placement of their child.
- This request should be lodged in writing addressed to the Principal by Wednesday of the penultimate week of term 4. Where possible, parents should complete the appeals form and lodge it at the office. If necessary, the office then makes a time for the parent to meet the principal.
- The request will be considered by the school leadership and staff. The final decision rests with the Principal with the advice of the leadership team.
- The Principal will communicate the final decision in writing by Monday of the final week of term 4.
- Appeals will be resolved in the following ways:
 - An explanation or further information;
 - Change to decision; or
 - Initiate a review of school policies, procedures or practices.

Status: Ratified by BNWPS school council, 1st August 2012, Revised 3rd September 2013