



CLASS FORMATION POLICY

St Roch's Parish Primary School

St Roch's Parish Primary School strives to form quality partnerships with school families to support the academic, physical, social and emotional and spiritual learning of all students in a safe and secure environment, both in and outside of the school grounds.

VISION

St Roch's is a nurturing, socially just community. We inspire a passion for learning and excellence and we are a living testament to our Catholic story.

RATIONALE

A clearly defined, collaborative process for the placement of children into classes leads 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 teachers, parents and others have of each child prior to class placement.

IMPLEMENTATION

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with the school community will be employed
- The process of forming classes will commence in Term 4 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
- The Principal will formally seek input from parents via the newsletter. All parent input must be directed through the Principal. If practicable, the Principal will inform staff of parent input prior to the formation of classes.

CONSIDERATION WILL BE GIVEN TO

- Attempt to keep student numbers the same in each grade
- Attempt to create a gender balance
- Identify students who are currently on Students With Disabilities Funding or fall below the national benchmark in literacy/numeracy
- Identify students who are 'at risk', (students who have had curriculum intervention)
- Students with special behavioural, social or emotional needs
- Medical conditions
- Ability balance
- Siblings to be separated (unless notified otherwise by parent)
- Note past teachers
- Liaise with staff of the level above & below to check combinations
- Non-class teachers, eg. Specialist teachers, will be given an opportunity to view the list - this can provide a fresh insight
- A record of requests that affects placement with another child or removal from another child must be made in writing from the parent. Requests related to a placement for the forthcoming year must be referred to the Principal
- Level Leaders will coordinate the class placements, supported by all team members, based on the information provided. Draft lists will be presented to the Principal on a date to be determined in November each year
- Once draft classes are completed, the Principal will make any necessary final alterations

- Parents are not to be informed of student or staff placements prior to the distribution of classes in December, unless previously negotiated with the Principal
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents with their child's end of year report.
- 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

EVALUATION

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

DATE OF RATIFICATION

1 November 2017

DATE OF REVIEW

November 2020

*All students attending St Roch's Parish Primary School have the right to feel safe.
The care, safety and wellbeing of children and young people is a fundamental responsibility of all within our school.*