



Glendal Primary School Formation of Classes Policy

Rationale

The school will:

- form effective class groups, creating positive social and educational environments for all students.
- maximise the use of staff and their teaching skills in satisfying identified curriculum needs.

Guidelines

- The Principal in consultation with staff will be responsible for the class structure adopted within the school.
- Multi-age classes will be considered if and where appropriate.
- The class placement of each student is the responsibility of the Principal in consultation with staff.
- Educational and social information provided by parents will be considered in the placement of their children.
- The Principal will inform the parents of the following year's class structure and placement of children before the last week of the current year wherever possible.

Implementation

- The Principal, in consultation with staff, will decide the class formation for the following year taking into account;
 - o numbers of children at particular grade levels
 - o staff allocation
 - o numbers of classrooms
 - o individual teacher's abilities, talents and interests
 - o programs requiring specialist teaching
 - o current Department of Education (DET) and Union agreement regarding class sizes.
- The Principal, in consultation with staff, will decide upon the placement of children, using the following procedures;
 - o Teachers at each grade level will consult in the formation of class lists, for the following year, seeking to create a positive social and educational environment for each class.
 - o The special needs of children will be considered in the placement process.
 - o Parents will be invited to submit in writing, any relevant educational and social information with regard to placement of their children.
 - o Any necessary changes at the beginning of the new school year will be the responsibility of the Principal in consultation with staff.

Evaluation

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