



## 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 DEECD 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 three-year review cyc