



ALBANY RISE PRIMARY SCHOOL

FORMATION OF CLASSES POLICY

RATIFIED BY SCHOOL COUNCIL: 17th October 2018 REVIEW DATE: 2020

Purpose

- 1.1 To ensure appropriate placement of students in class groups to promote effective learning and teaching
- 1.2 To set out a process to be followed for forming classes
- 1.3 To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child

Guidelines

- 2.1 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.
- 2.2 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.
- 2.3 Preferred class compositions are either single year level or dual grade levels.
- 2.4 The following points will be considered when forming classes for the following year:
 - a mix of abilities and interests
 - gender balance
 - positive social dynamics
 - number of students with special needs
 - recommendations from previous years teachers
 - social and emotional development
 - student management issues
 - friendships (must work productively but important not to isolate any student)
- 2.5 Staff will commence working on draft classes in early Term 4. A timeline will be published at the commencement of term 4. Observations and anecdotal records from throughout the year are to be considered in relation to the points listed in guideline 2.4.
- 2.6 Students will be asked to nominate five friends they would like to be with the following year. In general, we will attempt to place each child with at least one nominated friend. Where this is not possible, the Principal and Assistant Principal will be consulted.
- 2.7 Parents will be invited to write to the principal regarding issues affecting their child's learning to be taken into consideration for the following year. Requests for specific teachers will not be considered and it is stated that the school has the final say. Parent requests for student placement must be on educational grounds.
- 2.8 Draft lists will be taken to a staff meeting and all staff invited to peruse and make comment. All changes to be submitted through coordinators and ratified by a date specified by the Principal.



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- 2.9 Parents will be notified of their child's class for the following year in the last week of the school year. The slip will include "Class groups are provisional and could change if unexpected enrolments come in at the start of the following school year."
- 2.10 Students will spend some time in their new classroom during the final week of Term 4 and meet their new teacher where possible.
- 2.11 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.

Reference:

<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/placement.aspx>

Principal: _____
School Council President: _____
Date ratified by School Council: ___17th October 2018 ___
To be reviewed: _____2020_____

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