

PORT KEMBLA PUBLIC SCHOOL

CLASS FORMATION POLICY



This policy provides a clearly defined, collaborative process for the placement of students into classes leading to greater efficiency, increased understanding and improved opportunities for learning.

The aim of this policy is to provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn. It gives guidance to staff to form well balanced classes of students that take into account the social, emotional, academic and access needs of each student and ensures that optimum use is made of the prior knowledge that teachers, parents and others have of each student prior to class placement.

FORMATION PROCESS

The allocation of students to various classes, class structures and class compositions are all ultimately the responsibility of the principal and school executive; however, all teaching staff will be involved in the class formation process. The process of forming classes will commence in November 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. Essentially Kindergarten teachers in the current year will be involved in forming next year's Year 1 classes, teachers of the current year's Year 1 class will be involved in forming next year's Year 2 classes and so on. When composite classes need to be formed it is important that teachers from the two years consult over the make-up of the composite class.

Whenever possible all classes will sit within departmental formula. Preference for class structure will be either a single year level or a single stage level, however, cross stage composites will often be necessary depending on numbers of students in given grades. Consideration will be given to a gender balance, the previous class, each student's ability, behaviour and social groups whenever possible. Individual needs and a whole school perspective must be considered.

When anticipated student numbers indicate that it is possible or likely that there will be a change to the number of classes, then preparation should be made for both options.

Parent Requests: If a parent makes a specific request, it must be put in writing with a reason for the request included (this can be via email). This request must be directed to the principal and should be received prior to the commencement of the new school year, and preferably prior to the formation of classes. Each parent request should be considered individually and assessed on merit. If practical, reasonable requests should be taken into account, however, there is no guarantee that parental requests will be granted. The principal will discuss parent requests with teaching staff prior to classes being formed. The principal will keep on file, requests from previous years. All requests will be dealt with confidentially.

Siblings: In the case of siblings who are in the same stage or year, parents will be consulted.

Once draft classes are completed, all teaching staff will have the opportunity to look at classes and make comments on clashes or perceived problems. This should be done as soon as possible after draft classes have been formed, via email. All teaching staff will be included in the email.

Except in the instances of students requiring a transition process to occur in the preceding year, details relating to the school organisation, make up of classes, and the roles of teachers will be released in the new school year. New classes will be formed as soon as possible in the new year, once secure school and class numbers have been confirmed.

MOVEMENT OF STUDENTS

The school policy for moving students between classes, once classes have commenced, is that there will be no movement. The principal will not consider class movement based on friendship requests, because

a student is in a composite class or because the student or parent doesn't like the classroom teacher. When issues such as these arise, the principal shall endeavour to undertake mediation strategies to resolve any real or perceived problems.