CLASS FORMATION

 BELL PRIMARY SCHOOL POLICY

**Rationale:**

1. A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

**Aims:**

1. To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
2. To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
3. 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:**

**Responsibility**

1. The allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal.
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.
3. Staff members will be required to work collaboratively to create draft classes of students.
4. Consideration will be given to gender, the previous class, each child’s ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
5. Preferred class compositions are either single year level or dual grade levels aligned to the Victorian Essential Learning Standards.
6. All parent input must be directed to the Principal and placed in writing. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
7. Once draft classes are completed, the Executive will make any necessary final alterations.
8. Under exceptional circumstances the Principal may reorganise classes throughout the year.
9. Staff members will not disclose the composition of proposed classes prior to any formal announcements.

**Timeframe**

1. Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
2. Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents by the final day of term four.
3. The process of forming classes will commence by November of the previous year.

**Parent Input**

1. Parent input with regard to placement of students in classes should be put in writing and forwarded to the Principal.

**Evaluation:**

To be reviewed as part of the school’s three year review process or more often if necessary

due to changes in regulations or circumstances.

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| **Date Implemented** |  |
| **Author** |  |
| **Approved By** | **School Council** |
| **Approval Authority (Signature & Date)** |  |
| **Date Reviewed** | **March,2014** |
| **Responsible for Review** | **Assistant Principal** |
| **Review Date** | **March, 2017** |
| **References** |  |