

Anderson's Creek Primary School

School Number: 5104

Class Formation Policy

APPROVED: ACPS SCHOOL COUNCIL

ENDORSED AT: SCHOOL COUNCIL MEETING 19.10.2021

DOCUMENT CONTROL

| VERSION NO | ISSUE DATE | AUTHOR | AMENDMENT |
|-------------------|-------------------|------------------------|------------------|
| 1 | 15.02.2013 | Education Subcommittee | New Document |
| 2 | November 2017 | Education Subcommittee | Updated Document |
| 3 | 19.10.2021 | Education Subcommittee | Updated Document |
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Class Formation Policy

1. PURPOSE

To explain to our school community how we manage requests for class placements, for the following school year.

2. GUIDELINES (SCOPE)

2.1 Each child will be provided with the opportunity to be part of a class of children that will allow them the best opportunity to learn.

2.2 Well balanced classes of children will be formed that take into account the social, emotional, academic and physical needs of each child.

2.3 Optimum use of the prior knowledge that teachers, parents and others have of each child prior to class placement will be ensured.

3. IMPLEMENTATION (PROCEDURE)

3.1 Whilst 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 (refer to 3.8).

3.2 The process of forming classes will commence in November of the previous year.

3.3 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.

3.4 Expressions of interest will be sought from staff members to teach each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.

3.5 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 will be considered.

3.6 Students will be asked to nominate four learning buddies for the following year's class. Where possible, they will be placed with at least one of the four students.

3.7 In the case of students being placed in Foundation (Prep) classes, consultation will take place between the two main feeder kindergartens (Warrandyte/Tarona Avenue and Yarra Warra) and the current Foundation staff. Enrolment forms are checked for other students who have attended different preschool settings so they can be placed with somebody they know.

3.8 Preferred class compositions are either single year level or dual grade levels.

3.9 The Principal will formally seek input from parents via the newsletter. All parental input must be directed to the Principal and placed in writing by the end of October each year so that Class Formation can occur before the end of term. Reasonable

Class Formation Policy

requests based on educational grounds will be communicated to staff prior to the formation of classes.

3.10 Once draft classes are completed, the Principal will make any necessary final alterations.

3.11 Under exceptional circumstances the Principal may reorganise classes during the year, in consultation with staff and parents.

3.12 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.

3.13 Staff members will not disclose the composition of proposed classes prior to any formal announcements.

3.14 Details relating to the school organisation, classes of children, and the roles of teachers, as determined through the consultation process, will be released to parents in December.

3.15 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.

4. SUPPORTING LEGISLATION OR REFERENCES

The Strategic Plan for Anderson's Creek Primary School.

5. BUDGET

6. EVALUATION

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

7. ENDORSEMENT

This policy was last ratified by School Council on:

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| | Issue: 3 | Date: 19.10.2021 | Review Date: October 2024 | Page 4 of 4 |
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