



# Woodend Primary School

## (Woodend Campus & Carlsruhe Annex)

### Class Formation Policy

Woodend Primary School is committed to ensuring we foster a culture where all students feel valued, supported and recognised as an individual in a safe and secure learning environment. In order to maintain this culture we have a clearly defined process for the placement of students into classes. This process takes into account many variables including the academic, social and emotional needs of all students. Where possible, we will endeavour to meet friendship requests, however, this may not always be appropriate.

At Woodend Primary School we recognise the knowledge, expertise and professionalism of all teaching staff in arranging the annual allocation to classes from prep to Year 6.

#### **Rationale:**

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:**

- To provide each child with the opportunity to be part of a class of children that will allow them the best opportunity to learn.
- To form well balanced classes of children that take into account the social, emotional, academic and physical characteristics of each child.
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each child prior to class placement.
- To allow for each child's individuality and maximum growth.

#### **Implementation**

While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative and consultative process will occur with all staff involved.

- The process of forming classes will commence in Term 3 of the current year.
- Teacher allocation to a class will not be based on a teacher class share due to teacher time fractions, eg. 0.4 or 2 days teacher and a 0.6 or 3 days teacher, sharing responsibility of a class.
- The principal, in consultation with staff and after considering confirmed student numbers, will determine the number of classes for the following year, class sizes and the year levels of each class.

- Expressions of interest will be sought from staff members to teach year levels and specialist areas. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- In establishing a balanced class structure, the first criteria considered will be academic, social and emotional development. Considerations will then be made in relation to gender, behaviour and friendship groups, along with the dynamics of certain cohorts of students or parents being placed in the one class. Individual needs and a whole school perspective must be considered.
- Where practical, maintain smaller class sizes in Foundation – Year 2 as per DET recommendations.
- Preferred class compositions are either single year level or dual grade levels.
- The Principal will have input throughout the process. Once draft classes are completed, the principal will consult with teaching teams prior to making any necessary final alterations.
- Under exceptional circumstances the Principal may reorganise classes throughout the year.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- Children who enrol at the school during the year will be temporarily allocated to classes. If children are not within our designated area then a place at the school may not be possible.
- After allocation there may be a possible need to alter the placement once further information regarding the child is known.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents on the day of orientation day.
- Valid concerns regarding the academic placement of specific children in classes must be directed to the Principal in writing.

### **Evaluation**

This policy was reviewed and endorsed in November 2017.

This policy will be reviewed in November 2020.