

# CLASS FORMATION

## POLICY

### **Rationale:**

Alphington Primary School is committed to a clearly defined, collaborative process for the placement of students into classes, leading to improved opportunities for learning.

### **Aims**

#### **To:**

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

### **Implementation:**

- While the allocation of students to various classes, class structures and class compositions are all responsibilities of the Principal, a collaborative process with the school community is employed.
- The process of forming classes will commence in November.
- 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.
- Expressions of interest will be sought from staff members to teach their preferred year levels.
- Staff members work collaboratively to create draft class lists.
- Consideration is given to gender, the previous class, each student's ability, behaviour and friendship groups. Individual needs and a whole school perspective is considered.
- Prep to Year 2 classes are smaller whenever possible.
- Preferred class compositions are single year level.
- The Principal provides opportunities for input from parents via the newsletter regarding class formation. All parent input must be directed to the Principal in writing. The Principal informs staff of parent input prior to the formation of classes where practicable.
- Once class lists have been drafted by staff, the Principal may make 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.
- Students enrolling at the school during the year will be allocated to a class which may be altered once further information regarding the student is known.
- The Principal distributes class lists to parents in the final week of Term Four.

### **Evaluation:**

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

This policy was last ratified by School Council in....

August 2012