



MALVERN VALLEY PRIMARY SCHOOL

CLASS FORMATION POLICY

GENERAL MANAGEMENT AND ORGANISATION

RATIONALE:

A clearly defined and collaborative process for the placement of students into classes will promote an efficient and challenging learning environment with maximum opportunities for learning.

AIMS:

- To provide each student with the greatest possible opportunity to learn.
- To form balanced classes of students that take into account their social, emotional, academic and physical characteristics and requirements.
- To ensure that optimum use is gathered and used of the knowledge that teachers, parents and others have of each student when considering class placement.

IMPLEMENTATION:

Organisation

- 1.1 The allocation of students to various classes, class structures and class compositions are ultimately responsibilities of the Principal.
- 1.2 The process of class formation will commence in November of the previous year.
- 1.3 After considering student numbers, the Principal will determine the number of classes at each year level for the following year.
- 1.4 Preferred class compositions are straight Foundation classes, and composites through the rest of the school. Single grade classes shall be formed where required.

Process

- 2.1 Staff members will be required to work collaboratively to create draft classes of students.
- 2.2 Consideration will be given to gender, the previous class, students' abilities, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- 2.3 Draft class lists will be completed on the 'Grade Placements' template (Appendix 1), which stipulates areas for consideration.
- 2.4 Records of individual needs of students, as listed on the 'Grade Placements' template will be referred to in subsequent years to ensure students separated for learning/social reasons are not mistakenly placed back together in future.
- 2.5 Students will be given the opportunity to nominate a minimum of four classmates they wish to be in a class with. These preferences will be taken into consideration during the class formation process. Students will receive a minimum one of these requests, where appropriate.
- 2.6 The Principal will formally seek input from parents early in fourth term. This allows parents to put forward suggestions based on their child's needs. It does not guarantee that they will be met and it does not include the ability to request specific teachers. All parent requests must be directed to the Principal in writing by the nominated due date.
- 2.7 The Principal will make any necessary final amendments on the completed draft lists
- 2.8 Under exceptional circumstances the Principal may reorganise classes throughout the year.
- 2.9 Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- 2.10 Teachers will be asked for three year levels they would prefer to teach in the coming year. The allocation of teachers to classes is the responsibility of the Principal who will consider many factors, including which class will benefit most from which teacher.
- 2.11 Students who enrol at the school during the year will be temporarily allocated to classes. This placement may be reviewed once more information is available.
- 2.12 In the final week of Term 4, students will be given a copy of their class list on the day they meet their new teacher. Class details will then be released to parents.
- 2.13 All concerns regarding student placements must be directed to the Principal.
- 2.14 All information gathered throughout the process of class formation shall remain confidential.

EVALUATION:

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

RATIFIED BY SCHOOL COUNCIL: 2014

TO BE REVIEWED: 2017

