FORMATION OF CLASSES POLICY

Help for non-English speakers



If you need help to understand the information in this policy please contact Principal, Katrina Ellis

PURPOSE

The purpose of this policy is to provide clear guidelines as to how classes will be formed.

SCOPE

This policy applies to students in all year levels and staff responsible for setting classes.

OBJECTIVES

- To enhance every student's learning opportunity through the placement of students in classes with a variety of educational and social needs.
- To create specific guidelines which teaching staff can refer to when placing students in classes
- To ensure that all student's and parent's needs are treated fairly and equitably.
- To inform parents, if requested, of the process that is in place at Tecoma Primary School which is used to determine the grade structure throughout the school and student grade placements.

GUIDELINES FOR IMPLEMENTATION

- Classes are structured to make maximum use of available rooms and staff and to form the most suitable teacher-pupil ratios.
- Advice is sought from the relevant pre-schools when grouping children for Prep classes.
- The choice between Victorian Curriculum level (one year level classes), composite classes, gender specific or mixed ability classes will depend on what is in the best interest of the children and the school.
- When classes are formed the process involves the consideration of written parent requests, student friendship choices and input from current class teachers, ensuring there is a balance of academic abilities and behavioural attributes.
- Written parent requests must be based on the educational needs of their child and must be addressed to the school principal. These submissions will be treated with the strictest confidentiality. Parent requests are called for early in Term 4 each year and must be submitted no later than the allocated date provided. No requests will be accepted after the due date.
- Final decisions regarding class structure and composition rests with the principal. Requests for particular teachers will not be considered under any circumstance.

- In mid-November a Transition Week will occur, where each child will have an opportunity to spend time in the area that they will be moving into the following year and if in a multi-aged (composite) class, with students who they may be with the following year)
- At the end of the Transition Week all students will be asked to identify the names of 4 students who they would like to be with the following year and 2 other students who they believe they work well with (identifying 6 students in total.
- The school will endeavour to ensure that each child is placed with at least one of the 6 students on their list.
- Grade allocations are announced to children, and class lists are sent home to advise all parents of their child's classmates and their classroom teacher on Orientation Day, in early December each year. In the event that a grade allocation changes over the holiday break, every effort will be made to notify parents concerned of this change.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

POLICY REVIEW AND APPROVAL

This policy has a review cycle of 3-4 years	This policy was approved by School Council on 20th October, 2026.
Reviewed by	Katrina Ellis, Emily MacKay, Chelsey Robins, Lisa Dell, Lisa Hoskins-Faul
Approved by	Principal – Katrina Ellis School Council President – Lisa Dell