

## POLICY STATEMENT

# FORMATION OF CLASSES

---

### **PURPOSE:**

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

### **OBJECTIVES:**

- To enhance every students' 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:**

- Where possible, the school will provide smaller numbers in the Early Years classes (Foundation (Prep) – 2), as required by Departmental guidelines, and in particular in Preparatory grades.
- 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 considered to be 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 during the first week of term 4, each year and must be submitted no later than the first Friday in November. 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.
- 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.

**EVALUATION:**

Evaluation of this policy will be carried out as part of the Education Committee's cyclic review process, in five years' time, or beforehand, if a significant issue arises.