



Class Formation Procedures and Guidelines

Rationale

The policy for class formation provides clear and consistent guidelines to ensure students and teachers are treated equitably and according to their needs, within the organisational structure of the school as defined by DEC guidelines.

Class Structures

The school structure and the formation of classes are constrained by the Department of Education and Communities staffing formula. A school structure that best meets the needs of students and teachers is designed by staff and ratified by the Principal.

The Principal has the delegated authority and responsibility to determine the final make up of classes.

Student Allocation Process

Teachers during mid to late-Term 4 will meet to establish classes for the following school year.

- Teachers of the current year level will confer regarding class groupings taking into consideration the criteria listed below. (i.e. Year 4 teachers decide Year 5 placements, and so on.)
- Classes are not to be streamed. No class should have a disproportionate share of high or low achieving children or children with behaviour needs.
- Where children obviously do not get on together separation should be considered.
- The child's social network should be considered if in the teacher's opinion academic performance might be affected.
- Consultation must take place with parents in situations where siblings may be in the same class.
- Parent input regarding their child's educational needs will be considered.
- However requests for individual teachers will not be considered.
- Lists will be submitted to the Principal for final ratification.

Allocation of Teachers

The allocation of teachers to classes is determined after a consultative process that may take into consideration any of the following:

- Teacher preferences.
- Past experience, professional skills and expertise of teachers.
- Professional learning goals of staff.
- The creation of effective, balanced stage teams.
- The needs of new teachers to the school.