



# CLASS SELECTION

## Tatura Primary School 1441

### Rationale:

- Selection of classes is an intricate, time-consuming and well-considered process, which aims to best cater for the overall needs of each child. When allocating classes, student's academic and social needs are taken into account alongside classroom dynamics and class size.

### Aims:

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

### Implementation:

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with the school community will be employed.
- The process of forming classes will commence in November of the preceding year.
- 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 each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Junior classes should be smaller whenever possible (average size of 21 in accordance with the agreement.)
- Preferred class compositions are either single grade level or dual grade levels.
- All parent input must be directed to the principal and **placed in writing by the end of November**. The principal will formally seek input from parents via the newsletter. If practicable, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed, the principal will make any necessary 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.
- Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
- Recommendations from pre-school teachers will be taken into consideration when allocating Foundation students.
- Foundation teachers will meet with students pre-school teachers to obtain further information to be used to inform classroom allocation.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents on the students' final day of term four.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal before the first day of the following year.

### Evaluation:

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

This policy was last ratified by School Council in

**2015**