



McKinnon Primary School

Class Formation Policy

1. Purpose:

- 1.1. A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning.

2. Aim:

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

3. Guidelines:

- 3.1. While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal opportunities for parents to contribute to the process is promoted.
- 3.2. 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.
- 3.3. Expressions of interest will be sought from staff members to teach each class.
- 3.4. When formulating classes consideration will be given to gender, the previous class, each child's ability, behaviour and learning partnerships, etc. Individual needs and a whole school perspective must be considered.
- 3.5. Foundation – Year Two classes should be smaller whenever possible.
- 3.6. The Principal will offer input from parents via the newsletter. All parent input must be directed to the Principal and placed in writing by the end of Term Three of the previous year.
- 3.7. Staff members will not disclose the composition of proposed classes or any teaching staff prior to any formal announcements.
- 3.8. Details relating to the school organisation, classes of students, and the roles of teachers will be released to parents by the end of Term Four.
- 3.9. Concerns regarding the placement of specific students in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal Class.

4. Evaluation:

- 4.1. This policy is required to be reviewed every three years by School Council.

This policy was last ratified by School Council in: November 2017