



# WATTLE PARK PRIMARY SCHOOL

## Class Formation Policy

### Purpose

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

### Implementation Guidelines

- While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with class teachers will be employed.
- The process of forming classes will commence in the November of the previous 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.
- Staff members will work collaboratively to create draft classes of students.
- Consideration will be given in priority order to gender, the previous class, each student's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Prep – 2 classes will be smaller whenever possible.
- The Principal will formally seek input from parents via the newsletter. All parent input must be directed to the Principal and placed in writing. Only student needs will be considered. If appropriate, the Principal will inform staff of parent input prior to the formation of classes.
- Once draft classes are completed, the Principal and Assistant Principal will make any necessary final alterations allocating staff names to grades.
- 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.
- Students 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 student is known.
- Details relating to the school organisation, classes of student and the roles of teachers will be released to parents during the last two weeks of Term Four.
- 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.

### Evaluation

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

**This policy was ratified by School Council 2.4.2019**