



**TEMPLETON**  
MELBOURNE, AUSTRALIA

# Class Formation Policy

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## **Rationale**

A clearly defined process for the placement of children into classes will lead to greater efficiency during class formation, increased understanding and improved opportunities for learning.

## **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 knowledge that teachers, parents and others have of each child prior to class placement.

## **Implementation**

- The allocation of children to various classes, class structures and class compositions are ultimately the responsibilities of the Principal
- The process of forming classes will take place in Term 4
- 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 grade levels of each class
- Expressions of interest will be sought from staff members regarding teaching preferences
- Professional Learning Teams will work collaboratively to create draft classes of students
- Consideration will be given to gender, the previous class, each child's ability, behaviour, friendship groups and teacher characteristics. Individual needs and a whole school perspective must also be considered
- Junior school classes will be restricted to 21 children whenever possible, in line with State Government policy
- Preferred class compositions are single year levels
- The Principal will provide an opportunity for parents to forward information relevant to their child's placement. All parent input must be directed to the Principal and submitted in writing. If appropriate, the Principal will inform staff of parent input prior to the formation of classes

- Once draft classes are complete, 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
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents during the final week of Term 4
- Parental concerns regarding final placement must be directed to the Principal

### **Evaluation**

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

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**Last ratified by School Council in May 2021**