



## Formation of Classes

### **PURPOSE:**

- To ensure appropriate placement of students in class groups to promote effective learning and teaching
- To set out a process to be followed for forming classes

### **GUIDELINES:**

1. Grade composition will be determined by a process of balancing staff available with student numbers to achieve the smallest class sizes while offering a broad range of support programs.

The following points will be considered when forming classes for the following year

- a mix of abilities and interests
- gender balance
- separation of disruptive groupings
- number of students with special needs
- recommendations from previous year teachers
- social and emotional development
- encouragement of new associations

2. Class teachers and year level co-ordinators based on experience with, and knowledge of, the needs and backgrounds of students will initiate formation of class groupings.

3. Students will be asked to nominate three friends they would like to be with the following year. In general, we will attempt to place each child with at least one nominated friend. Where this is not possible, the Principal and Assistant Principal should be consulted.

4. Parents will be invited to write to the Principal with relevant information affecting their child's learning which they feel should be taken into consideration for the following year. Requests for specific teachers will not be considered and the school will make the final decision on student placements.

5. Parents will be notified in writing of their child's class for the following year during the last week of school. Students will spend time in their new classroom during the final week of Term 4 and meet their new teacher where possible.

Principal: Anne Ng

School Council President: Jude Craig

Date ratified by School Council: September 2012

To be reviewed: 2015