



CARINGBAH NORTH PUBLIC SCHOOL

125 Cawarra Road, Caringbah NSW 2229

Telephone: (02) 9524 6098 - (02) 9524 5500 - Fax: (02) 9540 2826

Email: caringbah-n-p.school@det.nsw.edu.au

Class Formation Procedure

Rationale:

There needs to be a clear and consistent policy in the formation of classes at Caringbah North Public School so that each student is treated equitably, according to their needs within the organisational structure decided by the school.

When are classes formed?

Staffing is allocated to the school based on student numbers on census day, usually around week 3 of the school year. This may affect the number of teachers allocated to the school. In some cases, classes will need to be adjusted after this date. The school will always act to minimise disruption.

At Caringbah North Public School, we may form temporary classes or stage groupings at the start of the year, to allow a few days to assess numbers. As soon as we are sure of numbers, we will form classes.

Class Structures:

In the formation of classes, and teacher allocation at Caringbah North Public School, the following factors will guide the decision making:

- Department of Education staffing formula
- Department of Education class ratio guidelines
- Teaching staff experience and expertise
- Organisational requirements that are effected by local need eg OC classes

The principal has the delegated authority to determine the final make up of classes.

Student Allocation Process:

In the allocation of students to particular classes the following factors will guide the decision making process:

- A balanced distribution of student's abilities and genders across all classes;
- The needs of individual students; these may be social, intellectual, emotional or physical;
- Student relationships and friendship networks. Teachers are best placed to know who works well together in class and grade-based groupings and will therefore compile information using class and grade information; and
- Students are allocated to a class, not to a teacher. It is not possible to request a particular staff member as your child's teacher.

Identification of Needs:

The identification of these needs will be achieved through;

- Professional deliberations of staff, who are familiar with the student
- Academic and welfare data (previous classes, special circumstances)
- Information supplied by the Learning Support Team (LST)
- Significant information supplied by parents

Parents can communicate to the Principal in writing, hard copy or email via the school account, if there are any special considerations that they feel the school may not be aware of. Information received will be considered but does not in any way indicate that it will be accommodated. Each year there will be a date set for all correspondence, after which time it is difficult for the school to consider additional information.

Allocation of Teachers:

The allocation of teachers to classes is determined after a consultative process that takes into consideration;

- Whole school staffing requirements
- Experience of teachers
- Professional skills and expertise
- Professional learning goals of staff

Kindergarten Classes:

Teachers who have participated in the transition to school program will use this knowledge, as well as information from other sources to form classes.

Composite Classes:

Composite or multi-age classes are formed when numbers of children in the grade are such that two complete classes cannot be formed. Composite classes are also formed in circumstances where it will positively support students for a range of reasons.

Classes will be formed using the criteria referred to in the "Student Allocation Process". The teachers forming the classes will give consideration to the independent work habits of the children and their ability to work in a multi-aged environment.

Parent Enquiry:

Whilst any parent is entitled to know how their own child came to be placed in a particular class, the school is required to maintain the privacy of the needs of other students and is not able to outline the particular reasons as to why other students have been placed in particular classes.

Although specific parent requests will be considered, the principal will have the final decision as to the placement of a student.

Review

This policy has been developed, in consultation with executive staff and the Caringbah North PS School P&C and will be reviewed as required.

October 2016