



# Warringa Park School Class Formation Policy

## **General Statement:**

Every student has the right to an education which will provide the best educational opportunities for that individual. It is acknowledged that educational opportunities for students with disabilities and impairments must be non-discriminatory and in accordance with the relevant Acts.

## **Rationale:**

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

## **Aims:**

- While the allocation of students, class numbers, structures and compositions are all ultimately the responsibility of the Principal, a collaborative process with the school community will be employed
- Class groupings of students should be well balanced and take into consideration the social, emotional, physical and academic needs of each student
- Consideration will be given to age, gender, student ability, behaviour, previous class, friendship groups, teacher recommendations and parent/carer requests. Individual needs as well as a whole school perspective will be considered.
- The Principal, in consultation with staff, and after considering student numbers, will determine the number of classes, and their sizes, for the following year
- Throughout the school year, under exceptional circumstances, the Principal may choose to reorganise classes taking into account the above considerations
- In general class compositions are to be based on age groupings.

## **Implementation:**

- The process of forming classes will commence in October of the previous year
- Expressions of interest will be sought from staff members to teach in sections and specialist areas
- Staff members will be required to work collaboratively within their section to create draft classes of students. Team Leaders have the overall responsibility for overseeing and implementing this with their section.
- Section compositions are to be based on the following age groups with flexibility to take into account the individual needs of students when necessary
  - Early Years                      5 - 10 years of age
  - Middle Years                    11 - 14 years of age
  - Later Years                      15 - 18 years of age
  - Post Compulsory                17 – 18 years of age(VCAL, Independent Living Centre)

References: Vic Govt Schools Reference Guide - [www.eduweb.vic.gov.au/referenceguide/pdf/6-5.pdf](http://www.eduweb.vic.gov.au/referenceguide/pdf/6-5.pdf)  
<http://www.eduweb.vic.gov.au/hrweb/diversity/equal.htm>  
Racial and Religious Tolerance Act 2001

- The number of students in Early Years classes should be smaller if possible, but may increase or decrease due to enrolment movement in the section
- The Principal will formally seek input from parents/carers regarding their requests for student placement. All parent/carer input must be directed to the Principal, or Assistant Principal, in writing.
- The Principal, or Assistant Principal, will inform Team Leaders of parent/carer input prior to the formation of classes. These will be taken into consideration when considering class compositions.
- Once draft classes are completed, the Principal may make any necessary alterations in consultation with the Leadership Team.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements
- Students who enrol at the school during the year may 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 classes of students and the roles of teachers will be communicated to parents/carers in the last week of Term Four
- The school community will be informed through the Newsletter as to the process of class formation
- Students moving to another section of the school will be provided with opportunities to orientate themselves to that section
- Orientation opportunities will be organised for new students who will be attending the school in the following year
- All parents/carers, including those of students who have moved into another section of the school, will be given the opportunity to attend a “Meet the Teacher” session early in the school year
- All classes are trialled for a period of six weeks

**Evaluation:**

This policy will be evaluated as part of 3 year cycle of policy review

This policy was last ratified by School Council in....