

# Class Formation Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Mordialloc Beach Primary School on 9580 1468 or [mordialloc.beach.ps@education.vic.gov.au](mailto:mordialloc.beach.ps@education.vic.gov.au)

## PURPOSE

The purpose of the Class Formation Policy is to outline Mordialloc Beach Primary School's requirements for the placement of students into classes.

## OBJECTIVE

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

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

## POLICY

- The allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal and Leadership Team.
- The process of forming classes will commence in Term 4 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.
- Expressions of interest will be sought from staff members to teach each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective must be considered.
- Prep- Tear 2 classes should be smaller whenever possible.
- Preferred class compositions are either single year level or dual grade levels.
- Once draft classes are completed, 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 on the final day of term four by the Principal.
- Concerns regarding the placement of specific children in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2023
Consultation	School Council
Approved by	School Council
Next scheduled review date	2027