

GRADE FORMATION

THE BASIN P.S. POLICY

Rationale:

- A clearly defined, collaborative process for the placement of children into classes will lead to greater efficiency, 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 prior knowledge that teachers, parents and others have of each child prior to class placement.

Implementation

- While the allocation of children to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process which includes the class teachers, specialist teachers and level co-ordinators
- 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.
- Staff members 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 be considered.
- Junior classes will be restricted to 21 children whenever possible.
- Preferred class compositions are single year levels.
- The principal will provide an opportunity for parents to forward information relevant to their child's placement on educational grounds through the newsletter at the start of term 4. Requests from parents must be directed to the Principal in writing. If appropriate, the Principal will inform staff of parent requests prior to the formation of classes.
- 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 during the final week of Term 4.
- Following release of class information any parental concerns regarding placement must be directed to the either the class teacher or Principal.

Evaluation:

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

Prepared by: Education Committee

Approval Date: 20th October, 2008

Review Date: October, 2011

Signed: _____ (Principal)

_____ (School Council President)