

# THE BASIN PRIMARY SCHOOL

## GRADE FORMATION 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 and groups of children.
- To ensure that optimum use is made of the prior knowledge that all 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 and the Leadership Team, a collaborative process also includes discussion with the class teachers, specialist teachers and level coordinators
- The process of forming classes will take place early 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 using the software program 'Class Creator'.
- 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 also 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 up until Melbourne Cup Day. Requests from parents must be directed to the Principal in writing. The Principal will inform Level Leaders 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 or staff allocation prior to any formal announcements.
- 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 current class teacher before the Principal or Assistant Principal.

### **EVALUATION**

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

Ratified by:	Date	
<i>Sub Committee</i>	05/17	
Staff	05/17	
School Council President	15/5/17	Name: Darrell Holden      Signature: 
Review Date: May 2020		