

Class Formation Policy

1. RATIONALE

The process that Templestowe Park Primary School works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

A clearly defined, collaborative process for the placement of students into classes will lead to grade consistency in regards to social and academic needs and therefore improve opportunities for learning.

2. GOALS

- 2.1 To provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn.
- 2.2 To form well balanced classes of students that take into account the social, emotional, academic and physical characteristics of each student.
- 2.3 To ensure that optimum use is made of the prior knowledge that teachers, parents and others have of each student prior to class placement.
- 2.4 To explain to our school community how we manage requests for class placements, for the following school year.

3. IMPLEMENTATION

2.1 **Grade structure**

The Principal, in consultation with staff and School Council and after considering student numbers, will determine the grade structure and therefore the number of classes for the following year. Preferred class compositions are single, however, there may be occasions when the number of students at a particular year level, necessitates the formation of composite classes.

The process of forming classes will be reviewed in November of the previous year. The review will seek the input of all staff and will guide them through the process of creating equitable, balanced grades for the following academic year.

2.2 **Requests for placement with friends**

Templestowe Park Primary School recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

If parents would like to request that their child be placed in a class with a particular friend or friends, requests must be made using the Placement of Students pro forma (available from the school office), outlining who they would like their child to be placed with and why.

Requests are to be addressed to the Principal. TPPS will not always be able to accommodate class placement requests, but will endeavour to take parent's wishes into consideration where possible. Parental requests need to be made by the date provided in consecutive newsletter articles.

2.3 Requests for placement with certain teachers

All teachers at Templestowe Park Primary School are caring and committed educators and TPPS strives to ensure that all students are provided with a high quality education. Whilst we appreciate that parents may believe that their child would benefit from being placed in a class with a particular teacher, the school is unable to consider these requests. The school's leadership team and staff have an in-depth understanding of each teacher's strengths and will always endeavour to place students with teachers who are best placed to suit their needs. TPPS does not re-allocate students to different classes during the school year, unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

2.4 Creating classes

Staff members will be required to work collaboratively to create draft classes of their current students for the following year. Consideration will be given to gender, the previous class, each student's ability, behaviour and friendship groups. Students will be given the opportunity to request the names of five students (not in preferential order) that they would like to be placed in a classroom with. The school will ensure that one of the five students requested will be accommodated. Individual needs and a whole school perspective must be considered. Once draft classes are completed, the Principal / Assistant Principal will make any necessary final alterations.

4. BUDGET

Not applicable

5. EVALUATION

This policy was reviewed by the Leadership Team in September 2018 and is scheduled for review in 2022.