



Panania North Public School

CLASS FORMATION & TEACHER ALLOCATION POLICY

Updated November 2018

Rationale

There needs to be a clear and consistent policy in the formation and allocation of classes at Panania North Public School to ensure that students and teachers are treated equitably, within the organisational structure decided by the school. The school's class structure and class formation for any given year will be guided by the aim of maximizing educational outcomes for all students.

Class Structures

In the formation of classes and teacher allocation at Panania North Public School the following factors will guide the decision making;

- Department of Education staffing formula
- School Management Plan
- Teaching staff expertise and experience

The principal has the delegated authority to determine the final make up of classes.

Student Allocation Process

When allocating students to classes the following factors will be considered

- Student abilities
- Gender balance
- Student relationships and friendship networks
- Individual student needs (social, emotional, intellectual or physical)
- Previous teachers and classes
- Parental requests

Note: All parents requests will be considered, but a guarantee cannot be given

Identification of Needs:

The identification of these needs will be achieved through:

- Professional deliberations of staff who are familiar with students
- Academic and welfare data
- Students' educational history (previous classes, special circumstances)
- Significant information that is supplied by parents (history, social or emotional factors)

Allocation of Teachers:

The allocation of teachers to classes is determined after a consultative process that takes into consideration:

- School needs
- Student needs
- Teacher preference
- Past experience of teachers
- Professional learning goals of staff
- Professional skills and expertise
- Professional learning goals of staff

Kindergarten Classes

Teachers of Kindergarten will undertake a series of observations during Kindergarten transition days, and the first days of school. This information as well as Best Start and specialist assessments, pre-school reports and parental input will be used to form classes.

Composite/ Classes

Composite or multi-aged classes are formed when numbers of children in the grade are such that two complete classes cannot be formed. Classes will be formed using the same criteria as the comprehensive classes using data from the current year's assessment. The teachers forming the classes will give consideration to the independent work habits of the children and their ability to work in a multi-aged environment. Consideration is also given to those children who have been in a composite class in the previous year.

Parent Enquiries and Privacy

Whilst any parent is entitled to know how their own child came to be placed in a particular class, the school is required to maintain the privacy of other students and is not able to outline the particular reasons as to why other students have been placed in particular classes.

Only in very rare cases will a student be moved from one class to another, once classes have been formed. The principal will make the final decision in these cases.