

# Helensburgh Public School



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## Helensburgh Public School Class Formation Policy

This following policy has been referenced to Leading and Managing the School and Student Wellbeing NSW Department of Education policies.

**Rationale:** The aim is to provide clear information about how students are placed in classes. The process is based on a range of factors such as: students' emotional, social and academic needs, organisational structures and staffing allocation.

**Class Structures:** The school structures and formation of classes at Helensburgh Public School are based on the Department of Education formula. A school structure that best meets the needs of students and teachers is designed by the school and ratified by the Principal.

**Composite Classes:** Every class is a composite of children with various skills and abilities. Composite or multi-age classes are formed based upon school numbers and/or student need. It is quite likely that students can be in composite classes for successive years. Classes will be formed using the criteria referred to in the student allocation process. Where the composite class is cross-stage in nature, consideration will be given to the independent work habits of the children.

**Student Allocation Process:** Students will be allocated by the school executive in consultation with class teachers. The following criteria will be considered so that all of the students' interests and needs are considered:

- Academic balance
- Student relationships
- Siblings
- Gender balance
- Classroom placement
- Family situations
- The student has been with the teacher before

**Staff Allocation:** Classroom teachers are allocated to classes based on a range of factors which can include: past experience, skills and expertise, professional development goals, school plan priorities and the need to develop balanced teams.

**Kindergarten Classes:** Upon commencing school, Kindergarten students in most instances will be able to be placed into their class straight away. If possible, students and parents will be informed of their class prior to starting Kindergarten.

**Parent Requests:** In the planning process students are assigned to a class and not a teacher. It is not possible to make requests relating to individual teachers. Requests can be made to do with factors' that may impact on the child's wellbeing. For example, specific friendship issues or complex out of school situations will be taken into consideration. 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 the needs of other students and is not able to outline the particular reasons as to why other students have been placed in particular classes.

**Staff Responsibility:** Staff members will not disclose the composition of the proposed classes prior to any formal announcements.

**Timeline:**

- Parent Requests will be made via letter to the Principal and will take place between Week 1 and Week 3 of Term 4. Due to the confidential nature, no emails are to be sent to the school. Factors affecting the wellbeing of your child will be taken into consideration and each request will be considered on a case by case basis. However, there are no guarantees that all requests will be prioritised.
- Classes will be collaboratively formed towards the end of Term 4. However, due to changing staff allocations or changing student enrolment these will not be finalised until the school returns the following year.
- In cases where student and staff factors may result in a need to change the class structure of the school, students will continue with the previous year's teacher for the first week of school or until such factors are finalised.
- Students will be informed of their classes by the school executive at the beginning of the year.
- If parents or carer's are concerned about their child's class placement, they are to email or ring the Principal but it is the policy of the school that no child's class placement will be changed unless there are special circumstances. Friendship networks do not constitute special circumstances.

**Policy Review:** The policy will be reviewed in August 2020.