



# Gordon East Public School

## Class Formation Procedures

Departmental Policy References <https://policies.education.nsw.gov.au/policy-library>:

- Enrolment of Students in NSW Government Schools
- Leading and Managing the School

There are a number of policies that guide the formation of class groups. These include 'Enrolment of Students in NSW Government Schools' along with a number of policies that identify particular student groups.

### **Rationale:**

To provide clear and consistent procedures in the formation and structure of classes at Gordon East Public School so that each student is treated equitably, according to their needs, within the organisational structure decided by the school.

### **Aims:**

- To provide a clear procedure for forming membership of classes
- To ensure the privacy of individual students

Class formation and teacher allocation is a collaborative process between teaching staff and executive members. The Principal has the delegated authority to determine the final class formations and teacher allocations, including student placement.

The organisation of classes takes into account current research on learning and best practice. Classes provide opportunities for:

- Different learning styles
- Cooperative learning
- Development of life-long learners
- Development of students taking responsibility for their own learning
- Encourage the development of a broad circle of friends
- Encourage the development of social, emotional and academic development

### **Procedures:**

At the end of each year the executive team analyses student enrolment numbers and makes a reasonable decision about the school structure for the following year. The reasonable decision is subject to change as families leave the area or new enrolments enter the intake zone. Every effort is used to base decisions on

known and historical data. For this reason, the school asks parents and carers to alert our administration staff if you intend on moving or leaving the school as soon as possible.

### **Projected enrolment numbers and staffing**

Staffing is allocated using the Department of Education's staffing formula.

K x 0.0513	20 students = 1 teacher
Y1 x 0.0435	22 students = 1 teacher
Y2 x 0.0400	24 students = 1 teacher
Y3 – 6 x 0.0333	30 students = 1 teacher

Children in the earlier years of schooling receive a higher allocation with a fewer number of students being entitled to a full-time teacher. However, staffing is calculated on the TOTAL number of enrolments in the school, not the number of students in a particular year. Class structures are formed with adherence, as best as possible, according to the Department of Education's Class size Reduction Program. Currently, classes are formed based on:

Grade	Number of students
Kindergarten	20
Year 1	22
Year 2	24
Years 3 - 6	30

### **Teacher Allocation Procedures**

The allocation of teachers to classes or roles across the school is determined in Term 4 for the following year. Teaching staff have the opportunity to nominate which year or stage groups they would like to teach, in preferential order. The Principal will take the following into consideration when placing teaching staff into roles:

- Student and school needs
- Past experience, including accreditation status
- Professional skills and expertise
- Professional learning goals and aspirations

### **Student placement**

#### Kindergarten

Kindergarten classes are formed at the end of the year prior to starting school and are structured with a balance of gender, ages, school preparedness and pre-schools that children have come from. Kindergarten students meet their teacher at their Best Start interview times. Students begin full days of schooling in their classes following the conclusion of Best Start Assessments.

#### Years 1-6

Years 1-6 classes are determined at the end of the prior year by teaching staff in collaboration with Executive. Classes are finalised once accurate student numbers are known. Confirmation may occur in the first week of the new school year, once accurate enrolments are known. Data is collated and used to form classes that are fair and equitable according to gender, behaviour, social and emotional needs, friendships/peer

relationships, student-teacher relationships, and academic achievement. Students are allocated to a class, not a teacher, as teachers are not assigned a class until after class lists are completed.

Each year students are asked to provide their input by way of providing up to four names of peers they feel they can work well with and would like to be in the same class as the following year.

Students will be assigned their classes once final numbers are confirmed. Once classes have been formed, there will be no changes to student placement unless exceptional circumstances are evident. These will be assessed by the Executive Team on a case by case basis.

Composite classes, or multi-age classes, are formed based on school numbers and actual enrolments. Every class is a composite of children with various skills and abilities and the spread in any given composite class is no greater than our year-based classes.

### **Parent requests**

Staff have an excellent knowledge of our students and put an enormous amount of time and effort in forming classes to meet the needs of all students. All our classes are mixed ability and cater for the wide range of needs among students. Any requests must be made in writing via the requested means. These will be communicated mid-term 4 each year via the school newsletter and School Stream. Parents are asked to submit requests for consideration each year they feel the request applies.

- Requests for specific teachers or friendship groups will not be considered.
- Requests for special consideration should focus on the learning needs of the student.
- There is no guarantee that the school will be able to accommodate requests.

Please note not all requests will be able to be fulfilled and that 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.

Any enquiries about class placements should be communicated in writing to the school office.

### **Ratification**

This Policy has been developed in conjunction with:

- Principal: Ruth White
- Gordon East Executive Team
- Parent representatives : Nils Bown (President), Kiah Wolton-Phillips (Vice President)
- Tabled at P&C Meeting: 01/12/2020

# Appendix

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Please write the name of 4 people that you work well with. The people you choose need to be in your grade.


All students must complete the 'I work well with' activity. All activity cards must be returned in a plastic sleeve and with the class list to Mrs White by Friday of Week 8.

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