FCPS Class Formation Policy

Rationale:
A clearly defined process for the placement of children will lead to classes that are socially, emotionally and academically balanced.

Goals:
• To provide each child with the opportunity to be part of a class that will allow them the best opportunity to learn.
• To form well balanced classes that take into account the social, emotional, academic and physical characteristics of each child.
• To ensure the process remains equitable and fair to all staff.
• To ensure that the teachers’ prior knowledge of the child is taken into account with all class placements.

Implementation:
• Class structures and class compositions are the responsibility of the Principal. A collaborative process with the school community, where appropriate, will be employed.
• The process of forming classes will commence in November for the following year.
• 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 year levels of each class.
• Expressions of interest will be sought from staff members as to their desire to teach each class or area. Once decided, staff members will be required to work collaboratively to create draft classes.
• Consideration will be given by the teachers to student individual needs, gender, the previous class, each child’s ability, behaviour and friendship groups.
• In Line with DET policy, the focus on small Foundation – Year 2 classes will be given priority.
• 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 prior to formal announcements.
• Children who enrol at the school during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the child is known.
• Ongoing communication with current class teachers is important to address issues that may affect the student’s future placements. These should be communicated to class teachers by early term 4.
• Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents on the final day of term 4.

Evaluation and Review
This policy will be reviewed as part of the school’s four-year review cycle.

Author/Responsibility/Date
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