



# *St Joseph's Catholic School*

*Queenstown*

## **CLASS FORMATION POLICY**

### **RATIONALE**

The St Joseph's Catholic School Board acknowledges that the school is a learning community that promotes life-long learning through the provision of quality educational opportunities for its students. A limitation on class size is an important consideration for the educational well-being of students and staff. In understanding and implementing current educational learning theory and practice, teachers are supported by a policy that advocates a balanced process that is clearly defined.

### **AIMS**

- To acknowledge the need for flexibility in the size of classes in order to allow optimum balance between educational considerations and actual class sizes.
- To form well balanced classes of children in which the social, emotional, academic and physical needs of each child are taken into account.
- To ensure that optimum use is made of prior knowledge that teachers, parents and others have of each child before class placement.

### **PROCEDURES**

- The Principal will give due consideration and show discretion in applying this policy to:
  - The composition of classes.
  - The placement in classes of children with special educational needs.
  - The experience and expertise of teaching staff.
- Flexibility in applying class size limits will be considered to sustain the following important educational opportunities for students: Learning Support Programs; Library; Information and Communications Technology;

Music; Physical Education; LOTE (Languages other than English) and Arts programs.

- Mindful of the above considerations, and with the discretion of the Principal, the optimum upper limit of class sizes are proposed thus:

24 children per class in Kindergarten

25 children per class in Preparatory to Grade 2

28 children per class in Grades 3-6.

- The Principal shall present to the School Board from time to time a report on the effectiveness, implementation and implications of the class size policy.
- The Principal shall present the predicted class numbers for the ensuing year to the November School Board Meeting.
- 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 by the Principal from staff members to teach each class. Once teaching roles have been decided, staff members, specifically class teachers and the Learning Support Teacher will work collaboratively to create draft classes of students.
- Consideration will be given to gender balance, the previous class, and an appreciation of each child's ability, the special needs of students, behaviour and friendship groups. Both individual needs and a whole school perspective must be considered.
- Early Childhood classes should be smaller wherever possible
- Preferred class compositions are either single year level or dual grade levels.
- The Principal may consider input from parents who have children with particular special needs.
- The Principal, in consultation with teachers, 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 any 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.
- Ideally, details relating to the school organisation, composition of classes and the roles of staff members for the coming year will be released to parents during the first two weeks of December.
- Should staffing or the school enrolment number be uncertain or there be a likelihood of variance which will affect class composition, details regarding class placements may not be released until last January.
- Concerns regarding the placement of specific children in classes, the allocation of teachers to classes, or the overall structure of classes must be directed to the Principal.

**This policy and associated practices will be reviewed as part of the  
St Joseph's Catholic School policy review cycle.**

*Implemented April 2005; Amended August 2009, September 2015*