



# Our Lady of Lourdes Catholic School

## Class Formation Policy

<b>Date</b>	August 2023
<b>Version Number</b>	3
<b>Responsible Person</b>	Carol Seagar
<b>Approved By</b>	Carol Seagar
<b>Review Date</b>	August 2024
<b>Related Documents</b>	

## **PURPOSE**

Our Lady of Lourdes Catholic School, Devonport is committed to providing a safe and supportive learning environment for its students, staff and volunteers. This commitment includes the social, emotional, spiritual and academic growth of each child.

A clearly defined, collaborative and transparent process for the creation of classes at Our Lady of Lourdes Catholic School, Devonport will assist in maintaining a positive environment for all stakeholders, particularly students, and create a school community that is effective in its core purpose of providing education for its students.

The purpose of this policy is to provide a clear framework for the process of placing children into classes and ensure Our Lady of Lourdes Catholic School:

- Provides each child with the opportunity to be part of a class of children where they will have the best opportunity to learn.
- Provides evenly balanced classes in which the social, emotional, academic, spiritual and physical needs of each child are taken into account.
- Ensures that optimum use is made of prior knowledge that teachers, parents and other key stakeholders have of each child before class placement.

## **POLICY FRAMEWORK**

The placement of each child into a particular class has a significant impact on their social, emotional, spiritual, physical and academic growth. It is important that when placing students into particular classes these aspects are taken into account for each child. Whilst there will never be a 'perfect' class, it is important that classes reflect the needs of all students as much as possible and practicable.

The policy covers 2 occurrences of class formation:

1. At the end of each school year for the following year
2. During the school year

The placement of students into particular classes during the school year has greater restraints upon it due to classes already being formed. In this case students may be placed into a class based on the sole reason that there is availability due to class numbers.

## **POLICY CONTENT**

### **Principles**

The approach to placing children into classes used by Our Lady of Lourdes Catholic School, Devonport allows for an accountable and transparent school community.

This policy is based on the principles that:

- Each child is to be provided with the opportunity to be part of a class of children where they will have the best opportunity to learn.
- Classes are to be as evenly balanced as possible and practicable, in which the social, emotional, spiritual, physical and academic needs of each child are taken into account.
- Prior knowledge that teachers, parents and other stakeholders have of each child will be taken into account before class placement.
- Clearly defined, collaborative processes for the placement of children into classes will have a positive impact on each child's social, emotional, spiritual, physical and academic growth.

### **Roles and Responsibilities**

The Principal will ultimately be responsible for the implementation of the policy and the allocation of children to various classes, class structures and compositions. The Principal will determine the number of classes, class sizes and the year levels of each class for the following year based on staff funding allocation from the Catholic Education Office, student numbers and consultation with staff. The Principal will seek expressions of interest from teaching staff to teach particular grades during mid - year conversations.

Individual staff members will be responsible for upholding the class formation principles when following procedures for allocating children into classes for the upcoming year.

Parents at Our Lady of Lourdes Catholic School, Devonport will be responsible for upholding and understanding the class formation principles, and for following procedures for allocating children into classes for the upcoming year.

### **Class Formation Guidelines**

- Staffing at Our Lady of Lourdes Catholic School, Devonport is allocated by the Tasmanian Catholic Education Office and meets the requirements of the School's Registration Board student:teacher ratio.
- Staffing is based on a class consisting of 28 students with 2 places above this number held available for new students transferring from other Tasmanian Catholic Education Office schools.

- Class numbers may exceed the desired maximum number of 30 if circumstances dictate and based on the Principal's discretion.
- Class numbers may be lower than 28 students depending on numbers in cohorts.
- It is desirable that all classes be straight grade based classes, however it is acknowledged that all classes are mixed ability classes with students learning at different rates and having a range of entry points.

### **Class Formation Process**

- During the current school year the Deputy Principal will lead the setup and data pre-fill of the school's Class Formation program, 'Class Solver'. This data will include, but is not limited to depending on changing needs:
  - New Student
  - NCCD
  - EAL/D
  - Aboriginal & Torres Strait Islander
  - Medical
  - Behaviour
  - Social / Emotional / Wellbeing
  - PAT Results for Reading & Mathematics
  - Gifted
  - Parent Involvement
- Through the Class Solver program teachers will be invited to input any data requirements that have not been able to be pre-filled.
- During a 2 week period in October/November the Principal will invite parents to arrange a formal meeting to discuss their child's needs and their best placement for the next year. This does not include requests for specific teachers. There will be no opportunity provided after this period.
- At the completion of this period the Principal will input specific requests from parents into the Class Solver program.
  - *Not all parent requests can or will be granted. This decision will be the Principal's and based on conversation between the Principal and class teachers following the parent request.*
  - *Some parent requests will be kept confidential and only visible to the Our Lady of Lourdes Catholic School Leadership Executive.*
- Through the Class Solver program, students will be invited to name up to 5 other students whom they would like to have in their class for the following year.
- The Class Solver program will then coordinate classes using all of the input data.

- The Principal and Deputy Principal will lead conversations with each current Grade Team of teachers to analyse the Class Solver produced classes and ensure that they are balanced in regards to the above mentioned criteria. Any changes that need to be made will be completed by the Deputy Principal in consultation and collaboration with the Principal and the Grade Team.
- Where possible, teachers will be notified of their teaching role for the next year during this conversation so that this can be taken into account.
  - *This is not viewed as a necessity and it is not a requirement to inform parents of teacher's roles for the following year prior to the announcement of classes on orientation day.*
- Staff members will not disclose the composition of classes prior to the formal announcement on Orientation Day.

### **During the school year**

- Upon the acceptance of a new enrolment during the school year by the Principal, the Principal will allocate the child/ren to a specific class.
- The principles of the policy will be taken into account.
- It may be necessary that there is availability in particular classes and not others due to numbers, in this instance the child's class placement will be based solely on this reasoning.

### **Further Information**

- The first formal announcement of classes for the next year will take place on Orientation Day, which will be held in the first week of December each year on a day that coincides with St Brendan-Shaw College's Year 7 Orientation Day. Parents will receive an email on this day that welcomes them and their families to their particular class for the next year.
- Under exceptional circumstances the Principal may reorganise classes throughout the school year.
- Concerns regarding the placement of specific children to classes, the allocation of teachers to classes, or the overall structure of classes must be directed to the Principal via a formal meeting request.
- All families will be provided with a copy of the policy.
- New families to Our Lady of Lourdes Catholic School, Devonport will be provided with a copy of the policy at the time of their child/ren's enrolment.

**RELATED DOCUMENTS**

- Certificate of Audit for Non-Government Schools Registration Board
- Catholic Education Commission Tasmania Code of Conduct Policy
- Catholic Education Commission Tasmania Enrolment Policy
- Catholic Education Commission Tasmania Enrolment Procedures