

Class Formation Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9802 0663 for support

Purpose

A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding, balanced classes and improved opportunities for learning.

Guidelines

- To provide each student with the opportunity to be part of a class that will allow them the best opportunity to learn
- To form well balanced classes of students that take into account the educational, physical, social and emotional needs of each child
- To ensure that optimum use is made of the prior knowledge that teachers, parents and others have about each child prior to class placement
- To ensure appropriate notification to parents regarding the process of class formation
- To conform with relevant DE directives on the composition of grades and class sizes.

Implementation

While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process with the school community will be employed.

The process of forming classes will commence in November of the previous 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 to teach each class. Once decided, staff members will be required to work collaboratively to create draft classes of students.

Consideration will be given to gender, the child's previous class, each child's ability, behaviour and friendship groups etc. Individual needs and a whole school perspective will be considered.

The Principal will formally seek input from parents via the newsletter. Parent input must be directed to the Principal and placed in writing and the requests will be considered on the basis of educational, physical, social and emotional needs of students. The Principal will inform staff of parent input where appropriate, prior to the formation of classes.

The Principal will acknowledge written requests from parents and provide feedback to parents where appropriate.

Requests to repeat a year level may be considered under exceptional circumstances with regard to the long term benefit for the student. Parents will be advised of options available to best suit their individual needs and students will not repeat a year level without consent.

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 any formal announcements.

Students who enroll 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 student is known.

Details relating to the school organisation, classes of students, and the roles of teachers will be released to parents to coincide with the student transition program.

Concerns regarding the placement of specific students in classes, the allocation of particular teachers to classes, or the overall structure of classes must be directed to the Principal.

Policy Review and Approval

Policy last reviewed	15 June 2026
Consultation	Principal Staff Education Sub Committee and School Council Newsletter item to the school community Website
Approved by	Principal
Next scheduled review date	16 July 2030 <i>Mandatory review cycle for this policy is 3-4 years.</i>