



Class Creation Policy

Definition:

- Class refers to a single year level or composite class of students.

Aim:

To create new classes for the upcoming school year based upon a balance of:

- Student friendships / learning peers
- Even and fair distribution of behaviour and learning needs
- Considered and appropriate distribution of academic abilities
- Historical knowledge relating to students who do and do not work well together

Implementation:

1. Students will be provided with a preference sheet to indicate who they would like to be in a class with in the upcoming year.
2. Teachers to introduce this sheet reinforcing the need to select peers they learn well with, not necessarily their best friends in the yard.
3. Each class teacher will be provided with an A3 coloured class list with predetermined columns. Teachers are to complete the columns with information regarding student preferences, behaviour, academic achievement and work habits.
4. Prior to a team planning session, teachers are to cut their class list into the individual rows.
5. As a team, students are collated on large butchers paper considering the following:
 - a. Friendship preferences
 - b. Academic achievement
 - c. Behaviour
 - d. Work Habits
 - e. Gender and year level equality
6. Completed classes are then presented to SIT team and school leadership for revision and approval.
7. Throughout the transition process groups of students are observed to confirm their suitability to be combined into a class the following year. Minor changes to the classes are acceptable through the internal transition process.

8. Parent requests made in writing will be considered and acted upon if practicable. Requests for and against teachers will not be considered unless there are extenuating circumstances.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Policy ratified by school council in...

Aug 2013