ALBANY RISE PRIMARY SCHOOL
FORMATION OF CLASSES

Purpose
- To ensure appropriate placement of students in class groups to promote effective learning and teaching
- To set out a process to be followed for forming classes

Guidelines

1. The following points will be considered when forming classes for the following year
   - a mix of abilities and interests
   - gender balance
   - the minimization of personality conflicts
   - number of students with special needs
   - recommendations from previous years teachers
   - social and emotional development
   - student management issues
   - friendships (must work productively but important not to isolate any student)

2. Staff will commence working on draft classes in early November. A timeline will be published at the commencement of term 4. Observations and anecdotal records from throughout the year are to be considered in relation to the points listed in guideline 1.

3. Students will be asked to nominate three friends they would like to be with the following year. In general, we will attempt to place each child with at least one nominated friend. Where this is not possible, the principal and Assistant Principal should be consulted.

4. Parents will be invited to write to the principal regarding issues affecting their child’s learning to be taken into consideration for the following year. Requests for specific teachers will not be considered and it is stated that the school has the final say. Parent requests for student placement must be on educational grounds.

5. Draft lists will be taken to a staff meeting and all staff invited to peruse and make comment. All changes to be submitted through coordinators and ratified by a specified date.

6. Parents will be notified the second last day of school of their child’s class for the following year. The slip will include “Class groups are provisional and could change if unexpected enrolments come in at the start of the following school year.”

7. Students will spend some time in their new classroom during the final week of Term 4 and meet their new teacher where possible.

Date Ratified: 24/12/12
Date for Review: October 2015
Principal: Belinda Jones
School Council President: Samantha Bailey