



Castlemaine  
Primary School 0119

# CLASS FORMATION POLICY

## GENERAL STATEMENT

Every student has the right to an education which will provide the best educational opportunities that can be provided. It is acknowledged that educational opportunities for students with disabilities and impairments must be non-discriminatory and in accordance with the relevant Acts.

## BROAD AIMS

- To provide all children with the opportunity to be part of a class that will allow them the best opportunity to learn.
- To form educationally and socially balanced classes.
- To form classes in such a way as to best meet the needs of all students within the constraints of the resources provided.

## IMPLEMENTATION

- The process of forming classes will commence in November of the previous year.
- Castlemaine Primary School will adhere to Department of Education And Training [DET] policies.
- Every effort will be made to follow Department of Education and Training recommendations regarding class sizes.
- The Principal and leadership group, 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 a particular level or specialist area.
- Staff members will work collaboratively to create draft classes of students, incorporating 'Student Socio-gram' results.
- In seeking the best balance within each class, consideration will be given to:
  - Gender balance
  - Previous class
  - Individual ability
  - Behaviours
  - Friendship groups (as determined by students)
  - Health issues
  - Siblings (e.g. twins or children close in age)
  - Previous teachers the child has had
  - Every effort will be made to follow D.E.T. guidelines regarding class sizes
- Parents may offer contributions regarding their child's placement in relation to the considerations listed above. Contributions must be directed in writing to the Principal before the drafting process begins in term 4 each year.
- Parents are not able to select their child's class teacher or their child's classmates. Parent requests will be considered, however it may not be possible to meet every request due to competing requests and the need to achieve overall balanced classes.
- All children will participate in transition activities in December.
- Transition to school activities will be conducted within the guidelines developed by the Mount Alexander Making Links network of schools and preschools.
- Staff members will not disclose the composition of proposed classes prior to any formal announcements.
- The final decisions in relation to the allocation of children to various classes, class structures and class compositions are ultimately responsibilities of the Principal.
- Under exceptional circumstances the Principal may reorganise classes at any point throughout the year.
- Details relating to the school organisation, classes of children, and the roles of teachers will be released to parents in the final week of term four.
- Families seeking enrolment during the course of the year will be required to undertake an enrolment process including an interview with the Principal.

## REFERENCES

Racial and Religious Tolerance Act 2001 [http://www.austlii.edu.au/au/legis/vic/consol\\_act/rarta2001265/](http://www.austlii.edu.au/au/legis/vic/consol_act/rarta2001265/)



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Equal Opportunity Act 2010 <http://www.humanrightscommission.vic.gov.au/the-law/equal-opportunity-act>

DET School Policy and Advisory Guide <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

**EVALUATION**

This policy will be evaluated as part of Castlemaine Primary School's cycle of policy review. Last review: 2016.