



02 9363 3456 William St, Double Bay NSW 2028 doublebay-p.school@det.nsw.edu.au <https://doublebay-p.schools.nsw.gov.au>

Class Formation Procedures (K-6)

Rationale

To enhance transparent and consistent procedures in the formation of classes at Double Bay Public School so that the placement of each student is equitable and made according to their needs within the organisational structure decided by the school.

Class Structures

In the formation of classes and teacher allocation at Double Bay Public School, the following factors will guide the decision-making:

- Department of Education staffing formula
- Teaching staffs' experience and expertise

The principal has the delegated authority and responsibility to determine the final structure of classes.

Student Allocation Process

In the allocation of students to particular classes the following factors will guide the decision making process.

- Where possible a balanced distribution of student's abilities across classes.
- The needs of individual students, these may be social, intellectual, emotional or physical.
- Student relationships and social cohesion.
- Students are allocated to a class, not to a teacher. It is not possible to make requests relating to individual teachers.
- A child's class placement will not be changed unless extraordinary circumstances are present.
- Friendship networks do not constitute extraordinary circumstances.

Identification of Needs

The identification of student need is achieved through:

- Professional deliberations of staff who are familiar with the student academic and welfare data (previous classes, special circumstances)
- Significant information supplied by parents

Allocation of Teachers

The allocation of teachers to classes is determined after a consultative process that takes into consideration:

- Experience of teachers
- Professional skills and expertise
- Professional learning goals of staff
- School need and resources



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Kindergarten Classes

Teachers who have participated in the transition to school program will use their knowledge gained from transition sessions, enrolment information and interviews to form classes.

Stage Based Classes

Every class at Double Bay Public School is a 'composite' of children with various skills and abilities. Stage-Based classes are formed based upon school numbers and/or student needs. It is quite likely that students can be in stage-based classes for successive years if this is deemed the most appropriate way to meet the educational, social and operational objectives of the school. Classes will be formed using the criteria referred to in the 'Student Allocation Process' listed above. Where a class is cross stage (i.e. K/1 combined/Year 3/2) in nature, consideration will be given to the independent work habits of the children and their ability to work in a multi-age environment.

Parent Requests and Enquiries

Whilst any parent is entitled to know how their own child came to be placed in a particular class, the school is required to maintain the privacy of the needs of other students and is not able to outline the particular reasons as to why other students have been placed in particular classes.

Although specific parent requests will be considered, the principal will have the final decision as to the placement of a student. This will be done in consultation with the school's teachers.

Timeline

- During Term 4 information will be collated regarding class placement needs and recommendations for the following year
- Due to the unpredictability of enrolment numbers students in Years 1 to 6 will resume a new school year in their class from the previous year
- Students will be moved into their new class as soon as practical (ideally first week)

Document history – Term 2 2022

Implementation- Term 3 2022

Approving Officer – Lauren Sten (Principal)