ELANORA HEIGHTS PUBLIC SCHOOL
CLASS FORMATION POLICY

In the formulation of classes at Elanora Heights Public School the following factors will guide decision making:

- Department of Education and Communities staffing formula
- A balanced distribution of student abilities and genders
- Professional skills and preferences of teachers
- Student friendships – see Note 1

In the allocation of students to particular classes including multi-age these factors will guide decision making:

- Needs of individual students
  These needs may be social, intellectual, emotional, physical.

The identification of these needs will be achieved through:

- Professional deliberations of teachers who are familiar with the student
- Academic and welfare tracking information
- Student’s educational history (previous classes, special circumstances etc.)
- Parental presentation of significant information about their child (health, history, social or emotional factors) – see Note 2

**Note 1**
It is important for students social and emotional development that they make and retain healthy friendships at school. Teachers recognise that students are more comfortable starting a new class each year if they have at least one friend with whom they can relax and relate. This is an important aspect of class planning.

There are situations, however, when teachers believe that certain children’s learning would be enhanced if they were in separate classes. This can present firm friends with a period of difficulty as they adjust, but in such cases the teachers endeavour to team each child with another person with whom they are friendly.

**Note 2**
Naturally, parents are most interested in their child’s happiness, and keen that she/he adjusts well to the new class each year. Teachers welcome any information which will assist your child in this process. Parents are asked to present this information to the class teacher or member of the executive early in Term 4 when teachers are planning class allocations for the next year. Where possible this information should be in writing. These requests, while being considered, cannot always be accommodated.

It is not possible, however, to request a particular staff member as your child’s teacher. The class formation policy will be distributed to all families when enrolling.
Timeline

- During Term 4 parents will be informed of how schools are staffed.
- During Term 4 updates of student numbers and possible number classes will be communicated to parents.
- Parents of students who have been in three way multi-age classes will be communicated with regarding placement for the following year. It cannot be guaranteed that requests will be granted.
- Prior to the close of school as accurate information as possible regarding the number of classes and likely time frame of forming classes will be communicated to families.
- Once a child is placed in a class they will not be moved on a request from parents.