



Class Formation

Rationale:

A clearly defined, collaborative process for the placement of students into classes will lead to greater efficiency, increased understanding and improved opportunities for learning. This policy should be read in conjunction with the Class Size Protocol. This policy should be read in conjunction with *Ministerial Order 870- Child Safe Standards*, and the college's *Statement of Commitment to Child Safety*. To ensure ease of access to relevant policy for community members, Kambrya College articulates the following components of student engagement and inclusion as separate policies under the overarching framework of student engagement and inclusion.

Student Engagement and Inclusion Policy Framework:

- Community Code of Conduct
- Child Safe Code of Conduct
- Attendance Policy
- Anti-Bullying Policy
- Equal Opportunity and Anti-Harassment Policy
- Disabilities and Impairments Policy
- Discipline Procedures
- Student Safety: Responding to Critical Incidents Policy
- Uniform
- **Class Formation**

The policies that sit within the Student Engagement and Inclusion Policy framework reflect the school community's aspirations and the unique local context of Kambrya College. This is critical to developing a positive school culture and supporting a school council's strategic aims.

Aims:

- To provide each student with the opportunity to be part of a class of students that will allow them the best opportunity to learn.
- To form well-balanced classes of students that take into account the social, emotional, academic and physical characteristics of each student.
- To ensure that optimum use is made of the prior knowledge that teachers, parents/guardians and others have to each student prior to class placement.

Implementation:

- While the allocation of students to various classes, class structures and class compositions are all ultimately responsibilities of the Principal, a collaborative process will be employed.
- The process of forming classes will start prior to the Commencement Period for years 8-12 and prior to Orientation Day for transitioning Year 7 students.
- The Principal, in consultation with staff and 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 each class/year level. Once decided, staff members will be required to work collaboratively to create draft classes of students.
- Consideration will be given to gender, the previous class, each student's ability, behaviour and friendship groups etc. Individual needs and a whole College perspective must be considered.
- Under some circumstances the Principal may approve the reorganisation of classes throughout the year.
- Students who enrol at Kambrya College during the year will be temporarily allocated to classes, with the possible need to alter the placement once further information regarding the student is known.

Evaluation:

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

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Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal
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