



WAMBERAL Public School

Lea Rd Wamberal NSW 2260 P: 02 4384 1111 F: 02 4385 2478 E: wamberal-p.school@det.nsw.edu.au

CLASS FORMATION PROCEDURE for 2024

Rationale

To provide information on the formation and allocation of classes at Wamberal Public School so that students are treated equitably, according to their needs and within the organisational structures of the school.

Class Structures

The school structures and the formation of classes at Wamberal Public School is based upon the Department of Education staffing formula. A school structure that best meets the needs of students and teachers is designed by the school and ratified by the Principal. The Principal has the delegated authority to determine the final composition of classes.

Composite Classes

Each year, class groupings are configured based on student enrolments across all year levels and consistent with average class sizes. Each year a number of composite (split, multi-age) classes are formed along with straight year level classes. Current research and thinking indicates neither advantages nor disadvantages to students being placed in composite classes. The wide range of student abilities is similar to those found in most classrooms. Research by leading global education researcher, Professor John Hattie on the effect of composite classes confirms there is little correlation between class structure and student learning and achievement.

Unfortunately, specific parent requests to be / not to be in a composite class are unable to be accommodated.

Allocation of Teachers:

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

- whole school staffing requirements;
- student needs and developmental levels;
- professional skills and expertise; and
- professional learning goals of staff.

Requests for teachers

In the planning process, students are assigned to a class group, not to specific teachers.

Accordingly, parent requests for teachers are unable to be accommodated in the class formation and planning process. (e.g.: teacher gender or role, preference for/ not for specific teachers).

Class Allocation Process:

In the allocation of students to a particular class the following factors will primarily guide the decision making process:

- a balanced distribution of student's abilities and genders across all classes;
- social, intellectual, emotional or physical needs;
- current interventions and support provided; and
- student and peer relationships.

Additional Information

Teachers are best placed to make educational decisions about all students. Parents and carers may wish to provide information in the following areas: emotional, social and personal needs of their child, specific learning needs, positive friendships, and other confidential information which could have an impact on their child's placement and has not yet been communicated to the school.

To assist with planning, information provided will be considered up until 1st December of the preceding year. *** Parents wishing to provide additional information should use Appendix A (see below).*

As friendships, learning needs and other circumstances vary over time, additional information is not viewed as perpetual and will remain valid for the current class planning period only.

Timeline

During Term 4 information is gathered and analysed regarding the class placement needs and recommendations for the following year.

- Additional parent information provided by 1st December will be considered.
- Students resume each school year in their class from the previous year, until classes are formed.
- All students will remain in their assigned classes for the duration of the school year.



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APPENDIX A

Parent Additional Information Form: for information not already available to the school

Please use this form to provide additional information that may assist the school in our decision-making around class placement for your child. When completing this form please refer to our Class Formation Policy, available on our school website. This information is *additional* to information already provided throughout the school year.

Student Name														
Current Class/ Grade														
Grade in following year														
Parent completing form														
Date														
Additional Information			Previously communicated with teacher/ executive. (year)	Has had Yellow Room or reflection room attendance.	Documented interventions currently in place.	Individual Support Plan developed by the school.	Parent/ school referral to Learning and Support team.	School Counsellor referral / interventions.	Suspension/ negotiated attendance plan.	External Specialist information previously provided.				
Emotional Needs	Y / N													
Social needs	Y / N													
Personal needs	Y / N													
Academic needs	Y / N													
Additional Comments														

We greatly appreciate the above information which will be accepted until 1st December in the preceding year and will be considered along with all information already available to the school.

As outlined in our Class Formation Policy, our school is unable to cater for specific requests, which include, but is not limited to:

Preference for/ not for a particular teacher	X
Gender of teacher	X
Role of teacher within school	X
Preference for straight grade/ composite class	X
Job share teaching position	X

The school structures and formation of classes is based upon the Department of Education staffing formula and the needs of students and teachers. Class organisation and composition is developed by the school and ratified by the Principal. The Principal has the delegated authority to determine the final composition of all classes.

Please ensure any completed forms are returned by email: wamberal-p.school@det.nsw.edu.au or to our school office by 1st December of the year preceding class formation.

Additional comments supporting Appendix A

Name of parent/carer:

Date: