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Lilydale Primary School

No: 0876

Grade Formation Policy

# GRADE FORMATION

***1. Rationale***

This policy has been produced to ensure that when forming Grades the focus is on the learning needs our students. Staff participation in the process of grade formation is vital to ensure that students are placed in the most appropriate class. Correct placement is conducive to effective learning and teaching.

***2. Aims***

2.1 To provide the opportunity for all staff to have input into the creation of grades for the following year.

2.2 To provide the opportunity for staff to put forward their preference as to which Grade level they would like to teach at

2.3 To provide opportunity for parents to suggest considerations for their child’s class placement.

***3. Implementation***

3.1 The Principal will ensure that this policy is implemented and will be responsible for the placement of children transferring to the school, after considering the child’s needs, grade size, and composition of the grade.

3.2 The Principal, in consultation with staff, will establish grade structures, deployment of staff and grade placements for children. Staff will have the opportunity to discuss their grade level preference with the Principal.

3.3 Students will be asked to nominate five children who they would like to be placed with in the following year. They will be placed with at least one of these students as selected by the teacher, providing it is not detrimental to their learning or to the learning of other students.

3.4 Parents will be given the opportunity to write to the Principal outlining any considerations they feel should be looked at when placing their child. For example; male teacher, separation from a particular child. Parents can NOT request a particular teacher. Letters need to be sent to the Principal by the cut off date in early November. These parent concerns will be considered and if deemed appropriate by the Principal and teachers may be put in place.

3.5 Once level teachers have completed the draft class lists, lists will be made available for the rest of the teaching staff to have a look at and highlight any issues they may foresee .

3.6 Parents will be informed of the child’s next grade, room and teacher at least two weeks prior to the Christmas vacation.

3.7 The Transition Co-ordinator will visit the feeder pre-schools and consult with their staff to ascertain the appropriate placement Composite grades will be kept to a minimum, and will be kept as small as possible.

3.8 Teachers in grade level teams who are currently teaching the students will work together to make up the grades for the following year. Children are placed after taking into account the following:

* Some children may require a male or female teacher.
* Friendships – students must be placed with some of their friends
* A reasonable balance of both sexes, behaviour and academic attainment
* Composites should not have less than 8? students of one year level.
* Members of the same family may need to be separated depending on parental request
* There should be a normal spread of ability.
* Recommendations from Principal or Assistant Principal.
* Previous Teachers – to ensure students get a variety of teaching styles and experiences over their 7 years of schooling, where possible students will not have the same teacher more than twice,.

A child can be recommended to repeat a grade or be accelerated through a grade after consultation with the Principal and the parents. The parents have the right to accept or reject the recommendation.

3.9 The Principal will have final approval of grade and class structures. Once set, students will not be removed or swapped from classes unless extenuating circumstances.

3.91 The Principal will consult with staff regarding the class structures and ensure all staff have access to all available details of students and the numbers of each year level, and relevant school organisational material. This policy supports the Staff Welfare Policy and seeks to assist in the administration of the school.

3.6 Lists of students will be placed in the computer and will be available to staff on request for record keeping in relation to assessment, and other record keeping requirements. e.g. participants in an excursion.

***4. Budget***

Expenses related to photocopying and administration will be provided through the Administration and Photocopying Budgets

***5. Evaluation***

The annual evaluation of this policy will be the responsibility of the Principal and will be based on the comments of staff during evaluation.