



CLASS FORMATION PROCEDURES

Purpose

These procedures outline the process for allocating students to classes. This will outline the timeline and shared purpose for the placement for student success.

Class Structures

The school structure and the formation of classes at Bateau Bay Public School is determined by the Department of Education staffing formula. A school structure that best meets the needs of students and teachers will be created by the executive team and ratified by the Principal.

The Principal has the delegated authority to determine the final make up of classes.

Allocating Students to Classes

Students will be allocated to classes by school executive with class teachers which includes RFF and Learning and Support. Class teachers will enter criteria into Sentral – Class Builder – regarding academic, social, emotional and inclusion needs prior to further discussions with their stage teams and the school executive.

The following article is placed in the school's newsletter multiple times throughout Term 4. Parents will receive an acknowledgement of their consideration however it is not a guarantee these requests will be met. Parents are unable to make specific requests regarding teachers.

*Planning for next year has commenced and we are currently considering staffing and class models. Forming classes is a complex process based on Department of Education Policy. Decisions regarding class placement are taken seriously with a variety of factors considered when placing students. Parents and carers are able to outline aspects of their child's learning and development that may need special consideration when forming class compositions, which may impact on their academic, social and emotional wellbeing. Please note requests for specific teachers will **not be met**.*

Any information that may assist us in forming classes needs to be emailed to the school email and addressed to the principal no later than (DATE).

Requests will NOT be considered after this date.

Although any discussions regarding class compositions will be considered there is no expectation this request will be met. We ask parents and carers to support your child in a supportive and resilient environment.

Our school can only form classes based on information provided by families so please contact the office as soon as possible if your child will not be at Bateau Bay Public School next year.

Allocation of Teachers

The allocation of teachers to classes is determined after a consultative process which prioritises the needs of students but also takes into consideration:

- Past experience, professional skills, knowledge and expertise.
- Professional learning goals.
- The creation of highly effective, balanced and cohesive stage teams.
- The needs of beginning teachers.

These considerations are not in priority order.

Kindergarten Classes

When allocating classes for Kindergarten, staff will consider information provided by preschools, parents as well as through observation occurring during the Newbees transition program prior to starting school. The information gained – personality, learning needs, social skills etc will be used to form classes which are as equitable as possible.

Composite Classes

Composite or multi-aged classes are formed when numbers of children in the grade are such that two complete classes cannot be formed. Classes will be formed using the same criteria as the comprehensive classes using student information from the current year. Consideration will be given to the independent work habits of the children and their ability to work in a multi-aged environment. Consideration may be given to those children who have been in a composite class in the previous year although this will be considered on an individual basis. A minimum of 10 students per grade level within the composite will be created, where practicable.

Parent Considerations and Privacy

Although considerations can be emailed to the school from parents, it is not an expectation nor a right that these will be met due to the complexity of the placement process and individual student privacy. Class teachers know their students and will place them into the most appropriate class given criteria and the formula for staffing based on the NSW Department of Education.

The school executive will have the final decision as to the placement of a student.

Timeline

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- During Term 4 information regarding possible staffing of the school will be communicated through the P&C.
 - Information will be collected by staff regarding the academic, social, emotional and inclusion needs of students.
 - Teams will finalise classes, with final configuration decided by the school executive and principal.
 - Students requiring highly structured, personalised transition processes will be supported through a tiered approach in consultation with both the school's Learning Support Team and families. This may include planned class visits and social stories.
 - Students will return to their previous class at the commencement of the new school year whilst enrolments are confirmed (holding pattern). This will be for the shortest time possible as the school can only plan for the information provided by families.
 - Once students are placed in their new class, parents and carers are able to make contact with the relevant Assistant Principal for their child's stage after a 2 week period if they have concerns regarding their child's placement. Once a child is placed into their new class they will not be moved on a request from parents.

Communicating this procedure to the school community

These procedures will be published via the newsletter as well as being accessed via the school's website.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

Endorsement

The school leadership team ratified these school procedures in October 2024.
The school P&C ratified these procedures in March 2025.