



Chapelford Village

Primary School

Class Organisational Policy

Learn

Achieve

Respect

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DOCUMENT STATUS

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POLICY

Aims:

Our aim when building classes is to ensure each class has a good balance and will provide the optimum environment in which children can progress with their learning. This policy also gives parents and carers information about how children are allocated to classes before the start of the academic year.

Rationale:

In principal we believe that if it is beneficial to alter classes / mix children to enhance the learning experience of our pupils then we alter them. It will be decided on a year by year basis. However, unless there are very exceptional circumstances we will not move a child into another class during the course of the school year. Such a decision would not be taken lightly and only after all other options had been explored.

Procedures:

Teaching staff spend a significant amount of time reviewing classes and consider:

- On entry information in Early Years from parents, carers and pre-school providers.
- Parent view on entry preference forms.
- Dynamics of children during transition days.
- The transition from one year group/phase/key stage to another
- The chronological age of the children (terms of birth)
- The number of boys and girls
- Ability groups
- Friendship groups
- Children with English as an additional language
- Behaviour

Teaching staff will make the decision together with senior leaders to mix classes or not during the first half of the summer term. If a year group structure is going to change parents would be informed during the second half of the Summer term.

Parent/Carer Contribution:

It is not possible to allow parent preferences for particular teachers to be taken into account and it is our policy not to change class lists when published in July. Please trust the school to make the best choice for each individual child.

New Pupils: In Year Admissions

Generally, if new children join the school the decision where to place them will be based upon:

- Spaces in each class
- Any needs (learning, behavioural etc.) of the child
- Information from parents and or carers, the pervious school or setting and other agencies will also be taken into consideration.

Curriculum:

Teachers work in year group teams to plan long term and medium curriculum objectives. All children in a year group will therefore cover the same objectives of which class they are in. Individual teachers may plan lessons slightly differently but nevertheless the same objectives are reached.

Multiple Births:

The decision on the placement of multiple births in classes is **ultimately at the discretion of the school**. The Twins and Multiple Birth Association (TAMBA) and Hackney Learning Trust have produced guidance of the placement of multiple births. It states, 'Research evidence on the effectiveness of twins being in separate or same classes is inconclusive.'

In the case of multiple births, it is our preferred school practice that they are generally taught in parallel classes. However, we will listen to parents and carers. This policy practice is based on the fact that, from our experience, being taught in separate classes will enable each twin to:

- Develop their own identity and individuality as a unique individual
- Make the maximum progress with their learning (one twin can be a little more able than the other and this can inhibit the attainment of the less able twin)
- Develop individual friendship groups
- Become confident individuals that will develop their own unique gifts and talents
- Develop individual resilience

As a 2/3 form entry school, multiple births, can enjoy the benefits of their work being organised by class with the advantage of being part of the same playtimes, break times and joint activities such as trips, productions etc.

Where appropriate, the school retains the right to organise some trips and residential visits as individual classes where required.

Notification:

The school will notify parents of classes for the next school year in July of each academic year. Parents will be told the date that details of children's classes and teachers will be sent out. Children will be told by their current class teacher about their new class; parents will be informed by letter the same day.