

# **Saint Clare's Primary School**

## **Class Division Policy April 2016**

### **Opening Statement**

1. This policy is an amendment and revision of policies on class allocation and division.
2. The rights, needs and best educational interests of the pupils will be the overriding primary concern in allocation of teaching staff and selection of children for classes.
3. The Principal allocates classes following consultation with staff and I.S.M.T. (Ref Circular 27/03) within the frame of reference of this policy. It is the responsibility of the principal to allocate teachers and assign pupils to classes in the school.
4. Teachers /Parents /guardians should consult with the principal re. any concerns in relation to allocation.

### **Rationale**

- To ensure that all pupils and staff are treated fairly and that classes are allocated without the influence of favouritism.
- To enable the most effective deployment of the teaching staff members.
- To promote the development of teaching skills by ensuring that all teachers get an opportunity to experience the widest range of classes
- The D.E.S. staffing schedule which advises a maximum average class size of 28 children. Schools are allocated classroom teachers on this basis.
- Given the variation in numbers between classes there will be mixed class groupings on occasions and this policy puts a system in place to deal with this eventuality.

### **Possible Teaching Posts:**

1. Classroom Teacher Post
2. L.S.R.T. posts.

### **When selecting teachers/pupils for class allocation the principal will have considered:**

1. Educational needs of the pupils
2. S.P.H.E. factors relating to pupils
3. Teacher experience / additional qualifications and seniority in terms of length of service.

- Professional development of Teachers
- The dynamic among the school teaching staff
  1. Teachers will remain with a class group for 3/ 4 years at any one time
  2. Class teachers will systematically rotate 'anti-class' wise (i.e. 6th – 5th –4th) whenever possible, if practical and desirable in light of the overall needs of the pupils.
  3. All teachers, where practical possible and desirable in the interest of the pupils, will be given the opportunity to teach all class levels for a minimum of 3 years over the course of time in St. Clare's Primary School (this may not necessarily be respective years). Where classes are mixed (e.g. 2nd / 3rd) this year will be regarded according to the majority class in the mixed group.
  4. Teachers who have not completed their diploma will not normally be allocated to 6th class or Junior Infants.
  5. Opportunity for teacher movement will occur from time to time as new posts arise in the school. Where opportunities for class changes occur teachers with seniority will be given first choice.
  6. Where necessities for class changes occur teachers with seniority will be allocated to any required post.
  7. Non-classroom posts will be reviewed every 6 years to facilitate the movement of staff into and out of class room posts (year 1 2014/2015, Review 2020/2021)
  8. Teachers wishing to move into non-classroom posts (Resource/H.S.C.L/L.S. Posts) should qualify themselves for the particular posts by attending suitable courses and training seminars/talks etc... prior to or during the first year of allocation.
  9. In the event of more than one teacher expressing interest in a post relating to Learning Support / Resource Teaching / Specific Class Post, allocation will be based on the most relevantly qualified and experienced teacher. In the case of new requests we will allow for a willingness to get the appropriate in-service or qualification while allocated the post (e.g. St. Angela's College Courses for L.S.R.T.)

## **Procedures in Relation to Division of Classes**

- Maximum class size of 28 will not be exceeded except in exceptional circumstances (i.e. where no other possibility exists—as per enrolment policy (Reference Annual Circular re. Staffing Schedule)

- Normally the younger children in a group will be placed in a lower class and the older children placed in a higher class (Refer: Enrolment policy)
- in selecting a group of children to be placed in a mixed class group, the following factors will be taken into account:
  - Age of children
  - Presence of brothers or sisters in classes.
  - Educational Factors.
  - Gender Balance.
  - Children with recognised special needs, where those needs have classroom management issues. These needs may include children with physical disabilities psychologically assessed educational or emotional special needs, Teacher/school assessed educational needs medical or psychiatric reports.
- A split group will consist of at least 4 children.
- Placement will normally be finalised in the 1st week of the new school year.
- Provisional class grouping will be made in June of the old school year.

The principal will place children in most appropriate classes and allocate teachers in line with the procedures outlined in this policy statement taking all relevant factors into account. This will involve a process of consultation with

- The staff (Staff Meeting)
- I.S.M.T. (Team Meeting)
- Parents /Guardians on request. (Appointment)

## **Responsibilities**

The selection of children for classes will be made by the principal following this process and presented to the B.O.M. for approval at the August meeting annually.

Appeals in writing to the Chairman of the Board will only be considered within the terms of reference of this policy. (Reference CPMSA handbook p 394)

Adoption of revisions and review date. April 2016.

The board following discussion and amendment adopted this policy on \_\_\_\_\_ May 2016.

This Policy will be reviewed yearly at the May Board meeting. Next review May 2017.