



## CLASS STRUCTURE & ALLOCATION POLICY

Approval: C&PW Committee    Lead: Headteacher    Review: Autumn 2020

### Purpose

To ensure that the process of determining the number and type of classes at Castle Primary each academic year (class structure) and deciding on the allocation of children within these classes (class allocation) is consistent and a clear process to all.

Both of these are school decisions (using our professional educational judgement and experience) and we cannot meet parental preferences.

### Number of classes in the school & structure of these classes:

Our aim is to gradually become the 14 class school (two single age classes per year) we have been expanded to offer. As we hopefully grow towards 400+ pupils, class structure will be reviewed each Spring. Decisions will be led by 3 factors: pupil numbers, the school budget and best meeting the needs of all children.

The number of children in each year group (cohort) currently varies from 34 to 58. This means there is no clear pathway for organising classes across the school over the next few years.

Even in year groups with more than 50 pupils, which lends itself to two single-year classes, there are other factors for the school to consider. This includes the number of pupils in the cohorts above and below and the whole school budget.

Our decision, on the class structure each year will be led by these aims:

1. Equality of provision – class sizes will be as similar in size as possible across each Key Stage.
2. Classes will ideally be no more than 30 pupils (not permissible in Key Stage 1 by DfE).
3. Each year group will have spaces for new children to be able to join the school (in support of the new housing developments near the school).
4. There will preferably be more than one class that any child from each year group can be allocated.
5. There will be parallel classes - so that teachers can work collaboratively in teams and use their individual strengths for maximum benefit.
6. In Key Stage 2, if a cohort is in mixed-year classes, this would preferably be the same for all children in the cohort.
7. In Key Stage 2, any mixed-year classes would preferably be across Y3/Y4 or Y5/Y6 – as this matches much of how the 2016 National Curriculum is organised for teaching.
8. In mixed-year classes, as close to an equal number of children from each cohort would be in each class.
9. Use long-term planning so changes to the structure are kept to the minimum - to promote consistency within the school (class location, curriculum and planning).

### Class Allocation

We use several factors (in the order below) to decide which class each child is placed in. These are:

1. Gender
2. Age
3. Additional Needs
4. Other social or educational reasons (for example: separating children from other family members; social issues or teacher factors listed below under 'Class Lists' )
5. Attainment\*

\*If mixed-year classes are required across YR/Y1, attainment would be the priority for class allocation for Y1 children. This is because children who have not achieved all the Early Learning Goals in YR can

benefit from additional learning within the EYFS curriculum (prior to switching to the Y1 curriculum). This can be more easily achieved with the EYFS provision easily accessible in a YR/Y1 mixed-year class.

### Friendship Groups

When it is necessary to re-allocate children to classes to meet any change of structure, we also consider friendship groups.

Children will be asked to identify 4 children in their year group with who they would ideally like to be with the next academic year. It will be made clear to all pupils that we aim for them to be in the same class as at least one of those identified.

We actually value children extending their friendship groups – being with different children in class is an opportunity to learn alongside different children and make new friends (whilst maintaining existing ones via playtimes and clubs).

Even in a stable class structure, we would aim for any parallel classes to be mixed every 2 to 3 academic years.

### Class Lists

1. Initial allocations will be made using the criteria 1-3 above
2. These will be viewed by the current teaching teams (as they are most familiar with the children) and any amendments made as necessary using criteria 4-5 and friendship preferences.
3. These lists will be reviewed by the SENCo, Senior Leadership Team (SLT) and the Pastoral Manager.
4. The Headteacher will then agree the final class lists

### Class Teachers

When selecting which teacher to match to each class we use the following criteria as guidance:

1. Experience & strengths of teachers compared to needs of pupils
2. Previous teachers (including a child's experience of job-shares, NQT's or male teachers)
3. Ideally, no child would have the same teacher for more than 2 years during their primary-school career (either consecutively or not)

### Curriculum

As we anticipate mixed-year classes being a feature of Castle Primary until we become a two-class per year group school, we will be developing a two-year rolling curriculum across the whole school for foundation subjects and topics.

### Time Line of Information Sharing

1. May - class structure shared with parents (where this is significantly different to the previous year a meeting for parents to discuss this will be held – usually this would be at 'Parent Forum')
2. June – class teachers will be shared with parents
3. Mid-July (later if a long Term 6 but before Parents Evening) - class allocation will be shared with parents via a letter (accompanying each child's annual report)

Written by: Chris Cannings

Date: January 2019

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Chair of Governors

Date: .....

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Headteacher

Date: .....