



In the formation of classes at Narwee Primary School, the following factors will guide decision making:

- Department of Education staffing formula
- A balanced distribution of student abilities and genders
- Professional skills and preferences of teachers
- Social, intellectual, emotional and physical needs of students.

The identification of these needs will be achieved through:

- Professional deliberations of teachers who are familiar with the student.
- Academic assessment data and welfare tracking sheets
- Student's educational history (previous classes and special circumstances)
- Significant information provided by parents about their child which may be related to health, history, social or emotional factors.

It is important for their social and emotional development that students make and retain healthy friendships at school. Teachers recognise that students are more comfortable starting a new class each year if they have at least one friend with whom they can relax and relate. This is an important aspect of class planning.

There are situations, however, when teachers believe that certain children's learning would be enhanced if they were in separate classes. This can present firm friends with a period of difficulty as they adjust, but in such cases, teachers endeavour to team each child with another person with whom they are friendly.

Parental requests will be considered, however, cannot always be accommodated. Where possible, these requests should be in writing.

It is not possible for a parent to request a particular staff member as their child's teacher.

### Timeline

- During Term 4 classes are formed by Stage Supervisors, classroom teachers and the Principal.
- Where possible, during Term 4 vulnerable students are transitioned using a social story about which class they will be in next year.
- During the first 2-3 weeks of Term 1 students are in their previous year's class (Welcome Back classes) whilst student numbers are ascertained.

*Reviewed by Narwee PS Executive Team - June 2018*