



## St John and St Francis Church School

Westonzoyland Road  
Bridgwater  
Somerset  
TA6 5BP

Headteacher Mrs Lisa Farley, BEd(Oxon) NPQH

*Joanne Woulton*  
Chair of Governors  
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Name of Policy:	Class Placement Policy
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Next Review Date:	

At St John and St Francis Church School, we aim to work with parents, pupils, staff, Governors and the Church to provide a safe environment in which each child is valued. We have a strong Church distinctiveness providing a unique additional benefit to the local community.

Our Christian values underpin all that we do. Our values form the basis of our School Rules (The Flock Code) and are linked to our Collective worship, RE and PSHE.

Our values of Friendship, Forgiveness, Kindness, Peace, Perseverance and Thankfulness are shared by our whole School community through teamwork, valuing and respecting everyone.

### School Flock Code

Forgiveness

Friendship

Fair and Honest

We treat others how we want to be treated and always tell the truth

Listen to others

We will listen to all adults and children in our school

Thankfulness

Perseverance

Outstanding attitudes

We will be polite, try our best in everything we do inside and outside of school

Careful and caring

We will look after ourselves, each other and our school

Kindness

Peace

Kind and helpful

We take care of others with our words and in all we do

## **Class Placement Policy**

Outlined below is the process we use at St John and St Francis Church School to place pupils in classes for the start of the year. Also included are answers to questions that parents may have about class placement.

Staff at St John and St Francis Church School are committed to meeting the educational needs of all pupil. A great deal of thought, planning and time goes into placing children into classes each year.

Every effort is made to place each child in a learning environment that is productive and successful.

### **RATIONALE**

St John and St Francis Church School creates its class structure based on the professional judgement of staff taking into account the pupils' academic, social and emotional needs.

### **GUIDELINES**

Factors influencing class structure are:

- the educational needs of the pupils;
- the projected number of students in each year level;
- the ratio of girls to boys;
- projected enrolments during the year based on past trends;
- the number of teachers employed at the school; and
- the constraints of resources and facilities.

Factors which are considered in the placement of students include:

- academic performance
- work habits eg. ability to work independently
- behaviour
- gender
- social network
- social maturity
- special needs
- family situations eg twins, siblings

The following criteria will be used in determining class groupings and placement of children:

- Class sizes should be equal in size, gender split and date of birth. This is fair to both children and staff.
- We will take Parent wishes into consideration if there are exceptional circumstances (e.g. twins joining the school), however the school reserves the right to place children where it feels is the most appropriate, both for the individual child and for other children.
- Whilst it is not our general practice to re mix classes on a yearly basis, the school reserves the right to reallocate classes if there are sound reasons for doing so. This could be based on factors such as class dynamics behaviour, staff availability, rebalancing classes that have become too heavily weighted in one direction according to gender etc.
- As our Pupil Admission Number (PAN) is 60 children in each year group will admit no more than 30 children in each class except in exceptional circumstances. These could be: Where the authority directs us to, or when the Governing Body believes that it is in the best interests of the child.

It is not the usual practice at St John and St Francis Church School to have mixed age classes, however if the need arose our policy would be:

- As few age groups as possible should be split between classes whilst observing the first criterion above.
- When an age group is divided, date of birth should be the only criterion used in deciding placement.
- If possible, an age group should not be divided between two classes in such a way that a small group is in one class and a large group in another.

#### COMMON QUESTIONS:

**Why do we ask parents to leave class placement in the hands of the teaching staff?** As professional educators we strive to make the right choices taking into account all of the information we have about all pupils. Parents do know their children best, however teachers have all the academic and social information about every child and can make sound judgements to meet the needs of every student.

**Can I request my child to be placed with another child or not placed with another child?** Parents may request this but need to give clear reasons why this is necessary. It is important to consider that the school knows your child's friendships and that placing them without that particular friend may be so that your child expands their friendship base. We want children to be able to work and socialise with a variety of other children and build skills to make new friends. In addition, sometimes we may get competing requests from parents where one parent wants their child to be in a class with a friend but the friend's parents have requested that they not be in the same class. Friendships can change throughout primary school, children leave, more children arrive and so it is important for your child to develop friendship skills rather than always have the same friends.

Please note that playtimes and lunchtimes provide opportunities for all of the children to mix together so even if they are not learning in a class with their particular friend they will still have the opportunity to socialise with their friend.

**When will I know my child's placement?** All parents will be informed by letter.

**What if my child or I am unhappy with my child's placement?** Class placements are considered final. Changing one pupil at the request of a parent can mean that many other changes also need to take place to continue to meet the needs of all the other students. Parents need to understand that it is a complex balance that cannot just be solved by moving their child. Many other changes are likely to be needed in addition. Parents can talk to the Headteacher or Deputy Headteacher about their concerns but changing a pupil placement would be rare. The Headteacher or Deputy and the classroom teacher will work with the parent to help pupils adjust to their new class. If your child is unhappy with their placement, we ask parents to speak to children positively and model how we want them to face disappointment now and in their future. Learning how to positively deal with disappointments builds resilience in children.

