GRADE FORMATION POLICY

Rationale:
- This policy advocates a clearly defined, collaborative process for the placement of children into grades at Foster Primary School.

Aims:
- To form grades of children taking into account a balance of gender, culture, social, emotional and academic capabilities, as well as the prior knowledge that staff, parents and carers have of each child.

Implementation Process:
- The process of forming grades commences in November of the previous year.
- While the allocation of children to various grades, grade structures and grade compositions are all ultimately the responsibilities of the Principal, a collaborative process with the school community will be employed.
- The number of grades for the following year, grade sizes and the year levels of each grade will be determined by the Principal in consultation with the Staff Consultative Committee.
- Consideration will be given to gender, the children's previous grade, the child's ability and behaviour. Individual needs, classroom dynamics and a whole school perspective will be considered.
- Children who enrol at the school during the year will be allocated to grades, once the transition process is complete.
- Under exceptional circumstances, the Principal may reorganise grades throughout the year.

When	Action	Person Responsible
October	Workforce Preference Sheet completed	Teachers
November	Grade structures created based upon expected numbers in following years	Consultative Committee, Principal
November	Teachers allocated grades	Principal
November	Invitation for parental input, via the newsletter, if there are educational concerns re the placement of their child. All parent input must be directed, in writing, to the Principal.	Principal
November	Staff informed of parent input prior to the formation of grades.	Principal
December	Draft grades formed with the Principal making final alterations, if necessary.	Principal
December	Details relating to the school organisation, grades of children, and the roles of teachers will be released to parents.	Principal