



McDonald Park School

CLASS SELECTION POLICY

BASIC BELIEF

Selection of classes is an intricate, time consuming and well considered process, which aims to best cater for the overall needs of each child.

GUIDELINES

- Class composition is based on expected numbers for each year level and where possible providing flexibility to allow for the placement of new enrolments.
- This school appreciates that sometimes, because of special circumstances, parents should have input into the class selection for their child.
- Whether a student remains with a teacher for more than one year is at the discretion of the school.
- Students need to be distributed evenly across classes within the school in accordance with DfE guidelines.
- At the end of third term (week eight), a note will be placed in the newsletter advising parents that the process is about to begin and requesting that parents put information in writing regarding their child's needs. All requests to be submitted by end of week one term four. This information needs to be completed annually, requests will not be carried over for future years.
- Requests must be child focussed and on the basis of a welfare issue - medical or social / emotional need.
- Recommendations from pre-school teachers will be taken into consideration when allocating reception students.
- Late submissions will only be considered in exceptional circumstances.
- Prior to class selection, students will be given the opportunity to list the names of up to three preferred classmates, to be acknowledged by parents.
- While all requests will be considered, allocation of students to classes will ultimately be at the discretion of staff.
- The process takes six to seven weeks to complete and is completed as part of the staff meeting schedule.