

# Palace Wood Primary School

## Class Structure and Organisation Policy



**Palace Wood**  
PRIMARY SCHOOL

<b>Written By</b>	<b>Clare Cairns</b>
<b>Date Written</b>	<b>September 2023</b>
<b>Date for review</b>	<b>September 2027</b>

This policy has been impact assessed by Clare Cairns in order to ensure that it does not have an adverse effect on race, gender or disability equality

## **1 Pupil Admissions**

Palace Wood Primary School has an annual intake into Reception of 60 pupils. The year group is split into two classes of 30.

## **2 Class Organisation**

We believe that in a school with at least two classes per year group, having the chance to mix classes is an opportunity that should be considered at the end of each year.

In the organisation of classes we have two main aims, both of which are underpinned by levels of well-being and involvement of all our children. The first is to support pupils to develop their full potential in terms of knowledge, understanding and skills connected with the National Curriculum Subjects. The second is to develop knowledge, understanding and skills connected with life-long learning by contributing to the school, wider community and living in a complex society; such as working better together in groups, gaining confidence, helping each other, and learning to work with and live with people of different backgrounds, views, attitudes and abilities, in line with our whole school values. At Palace Wood we consider that there are advantages for children changing classes and that any re-organisation should be a positive experience. It gives children the opportunity to meet and learn with others and to make new friends and to adapt to change. Children have many opportunities to work across the year group collaboratively and to socialise at recreational times. When children enter our Reception Classes our teaching staff take into account all available information from parents, pre-school settings and outside agencies (if applicable), which includes our staff visiting pre-school settings to meet the children to formulate classes. As far as we are able, comparable classes are created. The placing of twins is discussed with their parents.

It is the responsibility of the Headteacher to manage the organisation of classes. Each year the Headteacher and teaching staff will consider the whole school roll, year group and class numbers, staffing and continuity of learning. Should a re-organisation of classes be appropriate in a particular year group, teachers will carefully consider and take into account: the spread of abilities, any imbalances in gender, cultural backgrounds, maturity as well as friendships and learning groups. Children will always be asked who they enjoy playing and learning with as part of this process. We recognise that the preservation of friendship groups is important, but it sometimes cannot be reconciled with all the other factors under consideration and a teacher's professional judgement is the ultimate factor in deciding class placements.

When we mix classes we aim to achieve the following:

- Creating opportunities for children to learn and play with a wider variety of peers
- Enabling greater social interaction between children as they move through the school
- Ensuring that each of the classes remains balanced in response to pupil development

- Promoting a greater sense of community within the school

When we make such decisions, we follow a clear set of principles:

- The arrangements for class mixing are based on the professional judgements of Class Teachers with support from the Senior Leadership Team
- We will always consider what is in the best interests of individual children and classes as a whole when making decisions.
- We will always consider the happiness and welfare of the children and will take into consideration existing friendship groups when we create new class organisations

After consideration of the above we follow the following process:

- Class Teachers and Teaching Assistants observe the children's friendships at work and play
- Class teachers talk to the children about their friendships
- Class Teachers meet to ensure a good balance of friendships, range of educational, social and personal needs, and gender representation in each class
- Class Teachers discuss and finalise groupings with support from the Senior Leadership Team
- The class each child is in will be shared with parents and children towards the end of the Summer Term when the end of year reports are published

### **Friendships**

Over the course of their school years children will have a range of friendship experiences. We find that some friendships can be very fluid, whilst others can stand the test of time. With that in mind and as we prepare to draw up the class lists we will use observations of the children in the classroom and at play to inform our decision making as well as what the children share with adults.

### **Transition**

Once the children know their new classes and teachers we will start transition. The aim of this is to support the children with making the step to a new year group with a new teacher. The following will happen during the summer term:

- A detailed handover will take place between the current class teacher and the new class teacher
- Children will visit their new classroom and spend time with their new teacher

Some children find transition particularly difficult, this can be because of an education or medical need or that they are anxious or worried. Teachers will design personal transition plans for these children. If you are worried about a transition for your child please speak to the current class teacher.

Any changes would take place at the beginning of a new academic year, in September. Parents will be notified during the summer term that the classes of their child's year are to be reorganised and new class allocations will be sent to parents in a letter on transition day when teachers meet their new class. We hope that parents will adopt a positive attitude to any reorganisation.

Staff will support children fully in this period of change by organising transition activities with newly formed classes and children will have the opportunity to meet and spend time in their new classes before the end of the summer term.

### **3 In Year Admissions**

Parents/Carers can apply to transfer a child to the same year group in a different school through the LA 'In Year Admission' process. When we are notified of a new admission we contact the family to invite parents and pupil to visit the school to discuss arrangements for a smooth transition. Pupils who arrive in-year will be allocated a class that is within their year group by the Headteacher. As every in-year arrival has different circumstances, each case is judged on its individual circumstances at the time but every effort is made to maintain parity in sizes of classes and that classes are similar in gender, abilities and season of birth. SEN or specific behavioural considerations will be taken into account.

Signed..........Date.....  
Chair of Governors

Signed.....