



**Godmanchester
Community Academy**

Class Organisation Policy

May 2016

TOGETHER WE

Inspire

Enjoy

Achieve



**Godmanchester Community
Education Trust**

Aims:

Our aim when building classes is to ensure each class has a good balance and will provide the optimum environment in which children can progress with their learning. This policy also gives parents and carers information about how children are allocated to classes before the start of the academic year.

Rationale:

In principle we believe that if it is beneficial to alter classes / mix children to enhance the learning experience of our pupils then we will alter them. It will be decided on a year by year basis. However unless there are very exceptional circumstances we will not move a child into another class during the course of the school year. Such a decision would not be taken lightly and only after all other options had been explored.

Procedures:

Teaching staff spend a significant amount of time reviewing classes and consider:

The transition from one year group / phase / key stage to another

The chronological age of the children

The number of boys and girls

Ability groups

Friendships

Children with special educational needs

Children with English as an additional language

Potential clashes of personality

Behaviour

Teaching staff will make the decision together with senior leaders to mix classes or not during the first half of the summer term.

Parent/Carer Contribution:

It is not possible to allow parent preferences for particular teachers to be taken into account and it is our policy not to change class lists when published in July. Please trust the school to make the best choice for each individual child.

New pupils:

Generally if new children join the school the decision where to place them will be based upon:

Spaces in each class

Any needs (learning, behavioural etc.) of the child

Information from parents and or carers, the previous school or setting and other agencies will also be taken into consideration.

Curriculum:

Teachers work in year group teams to plan long term and medium curriculum objectives. All children in a year group will therefore cover the same objectives regardless of which class they are in. Individual teachers may plan lessons slightly differently but nevertheless the same objectives are reached.

Twins:

In the case of twins, it is our preferred school policy that they are generally taught in parallel classes from year 1 upwards. However we will listen to parents and carers who are keen to separate twins earlier or who are keen to keep them together after Year 1. This policy is based on the fact that being taught in separate classes will enable each twin to:

Develop their own identity

Make the maximum progress with their learning (one twin can be a little more able than the other and this can inhibit the attainment of the less able twin)

Become confident individuals

Develop individual resilience

As a 2 form entry school, twins can enjoy the benefits of their work being organised by class with the bonus of being part of the same playtimes, break times and joint activities such as trips, productions etc.

Notification:

The school will notify parents of classes for the next school year in July. Parents will be told the date that details of children's classes and teachers will be sent out. Children will be told by their current class

teacher about their new class; parents will be informed by letter the same day.

Linked Policies:

Equality Policy

Policy Details

	Date	Signature and Name
Policy approved by Senior Management:	May 2016	Rod Warsap
Policy approved by Senior Governor	May 2016	Roger Coxhead

Date of next review: May 2018

Policy Section: Section 1B – School Management Policies (Pupils)

Policy reference: GCA 1B/ 17 CO