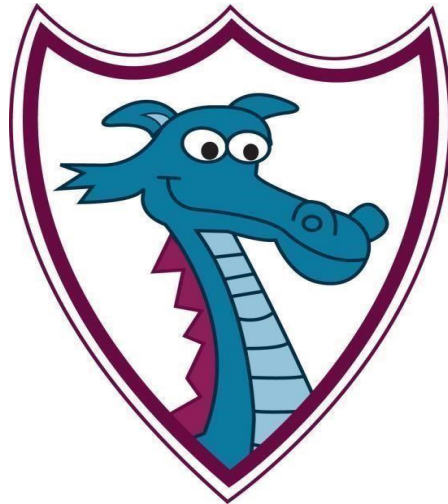


CORSHAM PRIMARY SCHOOL

School Structure and Class Allocation Procedure



Reviewed: March 2024

Policy ratified by the LGC: March 2024

Next Review Date: March 2025

Corsham Primary School

School Structure and Class Allocation Procedure

Rationale

Corsham Primary School provides the education of 4 -11 year olds across two sites.

Corsham Primary - Pound Pill provides 60 places in each year group. 2 single year classes for each year group.

Corsham Primary - Broadwood provides 45 places in each year group.

3 classes per phase – 3 x Year 1/2 (Key Stage 1), 3 x Year 3/4 (Lower Key Stage 2), 3 x Year 5/6 (Upper Key Stage 2).

2 classes in the Foundation Stage

The procedure for agreeing school structure and class allocation is as follows:

<u>PROCEDURE</u>	<u>TIMINGS</u>
The Leadership Team and Headteachers will review the school structure for the forthcoming academic year and decide on the number of classes and year group mix. The principle that will be considered are the numbers of children in each year group.	April/ May
Teaching staff are consulted about the proposed school structure model; it is amended if necessary and finally approved by the teaching staff.	April/ May
The proposed school structure allocation model is shared with the school Governing Body and amended if necessary.	May
SLT will consider parental comments and amend the school structure model if necessary. Model is ratified by the school Governing Body.	June
Teachers discuss and agree class allocation based on the ratified school structure model. The principles that will be considered are the age, sex and SEND of the children in each year group.	June
Governors ratify final class lists. All decisions made by the Local Governing Committee are final.	July
Class allocation letters are distributed to parents.	July

Organising Year 1 classes at Pound Pill and Year 1/2 classes at Broadwood

During June the Foundation Stage Team will agree class allocation of the Reception children as they move into Year 1. Their aim is to create evenly distributed classes **by considering age, ability, SEND and sex**. We consult with the children and parents/carers. Children have at least one friend. **The professional judgement of teachers should be respected.**