

CORSHAM PRIMARY SCHOOL

School Structure and Class Allocation Procedure



Reviewed: September 2021

Policy Ratified by the Governing Body: November 2021

Next Review Date: September 2022

Corsham Primary School

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Rationale

Corsham Primary Pound Pill aims to provide two single year classes for each year group. Corsham Primary Broadwood is growing to provide 45 places in each year group. 3 classes per phase – 3 x 1/2, 3 x 3/4, 3 x 5/6. This aim is dependent on pupil numbers.

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

PROCEDURE	<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 principles 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
Governors 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 approve final class lists. All decisions made by the Governing Body 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 one. Their aim is to create evenly distributed classes **by considering age, ability, SEND and sex.**

The professional judgement of teachers should be respected.