



**St Bonaventure's Catholic Primary School  
Egerton Road,  
Bishopston  
Bristol, BS7 8HP**

## **Class Organisation Protocol**

This protocol is available at <http://www.st-bonaventures.bristol.sch.uk/>



### **Aims:**

Our aim when building classes is to ensure each class has a good balance and provide the optimum environment in which children can progress with their learning. This protocol 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 other options had been explored.

### **Procedures:**

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

- The transition from one year group or key stage to another
- The chronological age of the children
- The number of boys and girls
- Ability groups
- Friendships (where possible, each child is placed with another child from their current class in their new class. Please note this isn't necessarily their 'best friend')
- 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 term 5.

### **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. Should a child find themselves unhappy for whatever reason, we urge parents to remain positive and encouraging. We need our children to become resilient citizens and over time, the concerns they raise will almost certainly improve and/or disappear. Our teachers are incredibly understanding and appreciative of the enormous anxiety that occurs during this time and they will help support parents and children. Parents need to 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/carers, previous school/setting and other agencies will also be taken into consideration.



## Reception Classes

There are occasions, when a parent makes a specific request about where their child is placed or friendship groups to avoid. These situations occur very infrequently and each request is considered on a case by case basis. The Headteacher will always wish to meet face to face with the parent to consider whether the request is valid. Only in exceptional circumstances will a valid request be acted upon.

## 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 we will listen to parents/carers who are keen to keep them together. However we recognise the benefits of twins being taught in parallel classes. They include:

- Developing their own identity.
- Making 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).
- Becoming confident individuals.
- Developing individual resilience.

As a two 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.

Children are notified about their new class at the first transition session where they will meet their new teacher.