

St. Joseph's Primary School

PROCEDURE RE DIVISION OF CLASSES

The division and allocation of classes is the responsibility of the School Principal as outlined in DES Circular 16/73

The Principal, in consultation with the relevant class teachers will arrange when necessary to divide certain classes keeping in mind the **importance of achieving the best possible pupil teacher ratio and the educational needs of all the children**. We recognise that this can be a very contentious issue for parents and children as it involves temporary separation from their classmates and some concerns over educational standards.

We remind parents that there are 8 class levels in Primary School and when there are less than 8 class teachers it may be necessary to divide classes.

The following are the agreed procedures on which classes will be divided:

1. The Principal in consultation with the Staff will decide the classes to be divided.
2. Class division where necessary, will be decided on the alphabetical order of children's surnames as they appear on their enrolment form. (Each class will have an alphabetical list in place). The number of pupils in the class to be divided will be then divided in 2 groups as per the agreed division of the class.

The group to join the more senior class will begin with A and will continue down through the alphabet until that class has reached the maximum number.

The group to join the more junior class will then be allocated.

3. When dividing classes the Principal will monitor classes that have been divided in previous years. Where a class that has been divided already in its 8 years the reverse alphabetical order will apply i.e. the pupils at the end of the alphabet (starting at Z backwards) will join the more senior class and the second grouping back to the start of the alphabet will join the more junior class.
4. Any subsequent division will follow this pattern.

Allowance will also be made for siblings in the same class groups where this is possible and appropriate. The number of Special Needs pupils in each classroom may also be a factor in class division.

In exceptional circumstances the Principal will consider other factors if they arise.

During the school year the Teachers of children in divided class situations will:

1. Plan and agree a programme of work that ensures all children are challenged to reach the standard appropriate to their class level.
2. Arrange opportunities to bring split classes together for certain subjects and occasions e.g. PE, Music, Tours & Outings, Sacramental preparation, plays, visitors etc.
3. Set tests of agreed standard in key subject areas.
4. Make every effort to teach class levels separately in aspects of the core subjects English, Irish & Maths where possible.
5. Pay attention to ensuring booklists at class levels are the same for core subjects.

Parents who have particular concerns over the divided class arrangements as it pertains to their child can make an appointment to discuss their concerns with the school principal.

We would ask parents to understand and accept that once a decision has been reached on the selection of children for divided classes it will only be in exceptional and extenuating circumstances that changes will be considered.

Please note:

This policy will be communicated to all parents of the children in the classes concerned so that there is an open and transparent approach taken and no parent feels the procedure is unfair.