



Trent Vale Infant and Nursery School

POLICY FOR CLASS ORGANISATION

- THIS DOCUMENT IS a statement of the aims and principles of Trent Vale Infant and Nursery School when determining class organisation
- IT WAS DEVELOPED in 2016 through a process of consultation with staff and governors
- IT WILL BE continuously reviewed, updated and approved by the Headteacher, staff and governors
- This policy will be REVIEWED EVERY 3 YEARS

Date of review	Autumn 2018	Summer 2019	Summer 2021
Signed			

Introduction

Due to pupil numbers in 2018-19 the classes will be organised as follows:-

- 1 x F2 class of up to 30 x F2 pupils
- 1 x Y1 class of up to 30 Y1 pupils
- 1 x Y1 class of up to 30 x Y1 pupils
- 1 x Y2 class of up to 20 x Y2 pupils
- 1 x Y2 class of up to 30 x Y2 pupils

Ordinarily due to having a Pupil Admission Number (PAN) of 50 per year group the classes will be organised as follows:-

- 1 x F2 class of 30 x F2 pupils
- 1 x F2/Y1 class of 20 x F2 and 10 x Y1 pupils
- 1 x Y1 class of 30 x Y1 pupils
- 1 x Y1/Y2 class of 10 x Y1 and 20 x Y2 pupils
- 1 x Y2 class of 30 x Y2 pupils

If the needs of a cohort cannot be met by this organisation then we will adopt the following structure for class organisation:-

- 1 x F2 class of 30 x F2 pupils
- 1 x F2/Y1 class of 20 x F2 and 10 x Y1 pupils
- 3 x Y1/Y2 class of 13/14 x Y1 and 17/16 x Y2 pupils

Where possible we will always ensure a child has friends/children they know and play with in their class.

Aims

We are committed to ensuring that each child achieves their potential while they are with us at Trent Vale and have the following aims when organising the classes for each academic year: -

- To take great care in deciding which class each child will be in.
- To take into consideration each child's friends, learning style, confidence, self-esteem, behaviour and the progress and attainment they have achieved so far.
- To consider which class teacher, teaching style and mix of ages that will be best for each individual child.
- To have a full range of ability in each class.
- To have similar numbers of boys and girls in each class.

Additional strategies to ensure we achieve our aims

F1 – Nursery (see Admissions Policy)

- Parents will be asked whether they would prefer full days, a morning place or afternoon place. Every effort will be given to offer parents a place of their choice.
- In the event that there are more requests for morning places than there are spaces available then priority will be given to those children who are from families who we know have children eligible for Pupil Premium funding and then to those children who have been on the waiting list the longest.
- In the event that there are more requests for afternoon places than there are spaces available then priority will be given to those children who have been on the waiting list the longest.
- Once a child has been admitted, unless there are exceptional circumstances, we will not change a child's place from morning to afternoon or vice versa.
- Home visits and/or a meeting at school will be arranged to give parents and children the opportunity to meet the nursery teacher.

F2 – Reception

- Visits to all pre-school settings will be undertaken by either F2 teachers or the Headteacher to meet children joining Trent Vale from other settings than our nursery.
- Information from our nursery staff and other pre-school settings will be used to decide which class each child should go into.
- There will be a proportional spread of children who have not attended our nursery in each class.
- There will be a proportional spread of children with Autumn, Spring and Summer birthdays so that all of the oldest children or youngest children are not put in one class.
- Unless advised otherwise, children who have attended the same pre-school setting will be put into the same class

Year 1

- The end of F2 results will be used to help determine which children go into the mixed F2/Y1 class and the mixed Y1/Y2 class.
- The 10 children who go into the mixed F2/Y1 class will have either not achieved a Good Level of Development (GLD) at the end of F2 or will have achieved this but at an emerging level.
- The 10 children who go into the mixed Y1/Y2 class will have achieved a GLD at the end of F2 with the majority of Early Learning Goals (ELG) being securely achieved.
- The Y1 class should contain children who have not achieved a GLD and ones who securely achieved/exceeded the ELGs.

Year 2

- Follow the aims of this policy. No additional strategies are necessary.

Monitoring and Review

- The SLT will monitor the composition of each class to ensure it meets the aims of this policy.
- Staff will take into consideration the views of parents when determining the composition of the classes.
- The SLT will act upon feedback from staff annually particularly where there has been issues with the composition of a particular class to ensure, where possible, that these issues do not reoccur.

OTHER POLICY DOCUMENTS THAT UNDERPIN THIS POLICY FOR CLASS ORGANISATION

- COMPLAINTS PROCEDURE
- TEACHING AND LEARNING POLICY
- EQUAL OPPORTUNITIES POLICY
- EQUALITY POLICY
- MONITORING AND EVALUATION POLICY
- ADMISSIONS POLICY
- SPECIAL EDUCATIONAL NEEDS POLICY
- ASSESSMENT FOR LEARNING POLICY
- CURRICULUM PLANNING POLICY
- CURRICULUM POLICY AND FRAMEWORK