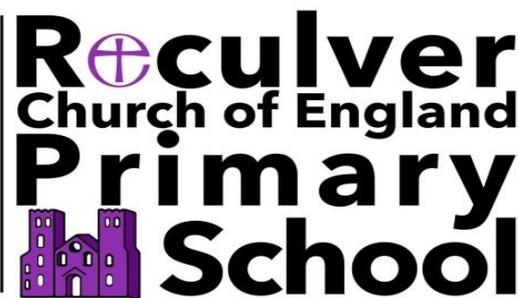


*'...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



# Reculver Church of England Primary School



## Class Structure and Organisation Policy

Date adopted by Local Governing Body: May 2015

Date of next Review: May 2018



## **1 Pupil Admissions**

Reculver Primary School has an annual intake into Reception of 75 pupils. This intake figure means that we are a 'two and a half form entry' school.

## **2 School Class Structure**

The number on roll in each year group varies. Therefore, class structures change on an annual basis, dependent on the intake numbers. In each phase, there could be a 'split year group class' but, wherever possible, we try and maintain consistent year group class groupings. Where a mixed year group class occurs, the curriculum is taught to this group on a two year rolling cycle in order to cover the whole of the national curriculum requirements.

## **3 Class Organisation**

In the organisation of classes we have two main aims, both of which are underpinned by levels of well-being and involvement of all our children. The first is to support pupils to develop their full potential in terms of knowledge, understanding and skills connected with the National Curriculum Subjects. The second is to develop knowledge, understanding and skills connected with life-long learning by contributing to the school, wider community and living in a complex society; such as working better together in groups, gaining confidence, helping each other, and learning to work with and live with people of different backgrounds, views, attitudes and abilities, in line with our whole school values. At Reculver School we consider that there are advantages for children changing classes and that any re-organisation should be a positive experience. It gives children the opportunity to meet and learn with others and to make new friends and to adapt to change. Children have many opportunities to work across the year group collaboratively and to socialise at recreational times. When children enter our Reception Classes our teaching staff take into account all available information from parents, pre-school settings and outside agencies (if applicable), which includes our staff visiting pre-school settings to meet the children to formulate classes. As far as we are able, three comparable classes are created. The placing of twins is discussed with their parents. It is the responsibility of the Headteacher to manage the organisation of classes. Each year the Headteacher and teaching staff will consider the whole school roll, year group and class numbers, staffing and continuity of learning. Should a re-organisation of classes be appropriate in a particular year group teachers will carefully consider and take into account: the spread of abilities, any imbalances in gender, cultural backgrounds, maturity as well as friendships and learning groups. Children will often be asked who they enjoy playing and learning with as part of this process. We recognise that the preservation of friendship groups is important, but it sometimes cannot be reconciled with all the other factors under consideration.

Any changes would take place at the beginning of a new academic year, in September. Parents will be notified during the summer term that the classes of their child's year are to be re-organised and new class allocations will be sent to parents in a letter on 'shuffle up day' when teachers meet their new class. We hope that parents will adopt a positive attitude to any re-organisation.

Staff will support children fully in this period of change by organising transition activities with newly formed classes and children will have the opportunity to meet and spend time in their new classes before the end of the summer term.

#### 4 In Year Admissions

Parents/Carers can apply to transfer a child to the same year group in a different school through the LA 'In Year Admission' process. When we are notified of a new admission by the LA we contact the family to invite parents and pupil to visit the school to discuss arrangements for a smooth transition. Pupils who arrive in-year will be allocated a class that is within their year group by the Headteacher. As every in-year arrival has different circumstances, each case is judged on its individual circumstances at the time but every effort is made to maintain parity in sizes of classes and that classes are similar in gender, abilities and season of birth. SEN or specific behavioural considerations will be taken into account.

Signed.....Date.....  
Chair of Governors

Signed.....Date.....  
Head Teacher