

ST. FRANCIS' CATHOLIC PRIMARY SCHOOL

Whyteleafe Road

Caterham

Surrey

CR3 5ED

Mixing Classes Policy

Reviewed Autumn 2020

Next Review Autumn 2023



St Francis Catholic Primary School

Class Mixing Policy

At St Francis Catholic Primary School we will review classes each year and mix classes dependent on needs of the school and children and to ensure that:

- There are opportunities for children to learn and play with a wider variety of peers
- To enable greater social interaction between children as they move through the school
- To ensure that the classes remain balanced in response to pupil transfer and transition during phases
- To promote a greater sense of community

Principles

- The arrangements for class mixing are based on the professional judgements of Class Teachers, the Senior Leadership Team (SLT) and the Headteacher
- We will always consider what is in the best interests of individual children and classes as a whole when making decisions.
- We will always consider the happiness and welfare of the children and will take into consideration existing friendship groups when we create new classes. The children will be asked to name five children they may like to be in a class with. When teachers organise classes they will ensure that the child is in a class with at least one of the five named.

THE PROCESS

- Class Teachers and Teaching Assistants observe the children's friendships at work and play
- Class Teachers meet to ensure a good balance of friendships, range of educational, social and personal needs, gender and maturity are represented in each class
- SLT meets with Class Teachers to discuss and finalise groupings
- Headteacher and Senior Leadership Team meet and approve classes
- New Classes are shared with parents and children in July.

CRITERIA FOR CLASS MIXING

Classes will be mixed to achieve a good balance according to the following criteria:

- Date of birth
- Gender
- Ability levels
- Range of special educational, social and personal needs
- Friendships*

*Friendships: Over the course of their Primary years, children will have a range of friendship experiences. We find that with children some friendships can be very fluid, whilst others can stand the test of time. With that in mind and to inform our decision making as we prepare to draw up the class lists, we will use: observations of the children in the classroom and at play and the children's list of five they may want to be in a class with. They will be with at least one of the five.

TIMESCALES IF CHANGES ARE TO BE MADE:

- Class Teachers and Teaching Assistants discuss their observations of friendships in the Summer Term
- Observations are considered along with the criteria listed above after May half-term
- Class lists are drawn up by teachers and shared with SLT (June)
- Class lists approved by Headteacher (July)
- Class lists communicated to parents and children in July as part of the end of year arrangements.

REVIEW

The Policy will be reviewed on a 3 year cycle (unless a review is needed sooner) and agreed by the Governing Body.

The Headteacher and Senior Leadership Team will review the process and criteria for each year's class mixing arrangements.