



CLASS REASSIGNMENT POLICY

W53

Policy owner:	Head of Primary
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Policy agreed on:	May 2022
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DOCUMENT CONTROL TABLE

Status		Live
Policy owner		Head of Primary
Statutory/Recommended		Recommended
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Review Period		2yrs
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Next Review Date		February 2027
Linked documents and policies		
Version	Date	Comments
1	May 2022	Policy written
1	February 2025	Replaced students with pupils

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PURPOSE

In the interest of providing the best education for all pupils, we will divide and recombine class groups, as and when required, which will allow for a re-balancing of classes along the lines of:

- Gender
- Proficiency in English and English as Additional Language stage (EAL)
- Special Educational Needs and Disabilities
- Ethnicity

AIMS AND OBJECTIVES OF THE POLICY

- To provide a framework for the splitting of classes
- To outline the criteria on which pupils are selected to be placed in classes
- To outline the criteria for placing pupils in particular class groups
- To set out the supports which may be used to ensure the best learning outcomes for all pupils to ensure new pupils admitted to the school are placed in an appropriate class

FRAMEWORK FOR THE SPLITTING OF CLASSES

At the time of planning the classes for the coming year, the Head of School, and their leadership team, will look at the overall numbers in each year group and the number of teachers available to teach them. They will decide how best to organise classes with a view to providing the best educational opportunities for all pupils.

The policy for class reassignment is published in advance to parents allowing for any specific pupil concerns to be raised with their child's Assistant Headteacher. Unknown concerns that are raised with the school after the class lists have been announced will not be able to be taken into consideration.

CRITERIA ON WHICH PUPILS ARE SELECTED TO BE PLACED IN CLASSES

In consultation with the class teacher, Head of Year, and the Assistant Head and if necessary, with previous teachers of the classes involved, lists of possible class groups are drawn up. However, priority will be for placement within classes and assignment of teachers will be under the first two categories:

- (i) Class placement will be prioritised firstly to looked after pupil and previously looked after pupil

- (ii) Class placement will next be prioritised in cases of exceptional family, social or medical need – documented and agreed by the school in advance of the class lists being published

CRITERIA FOR PLACING PUPILS IN PARTICULAR CLASS GROUPS

We group the pupils in such a way to maximise the learning outcomes for each pupil. When dividing a class into groups, to be placed in separate classes, there are certain criteria to be taken into consideration:

- It is considered best to form mixed-ability groups
- Distribution of boys/girls in classes
- The dynamics of the class must be considered. Emotional, behavioural, and social factors which could upset the dynamic of the new class should be taken into consideration when forming new groupings
- The process of forming new friendships is a life skill which is important to develop. A positive and supportive attitude from parents is a key element in achieving a successful outcome in the new groups
- It will seldom be possible to satisfy all demands for groups of friends to be kept together. This decision will lie ultimately with the Head of School, who must consider the needs of every child in the class

This means it is not always possible to keep friends together but the teachers of each class to be split are consulted on the above issues and much work goes into the preparatory stage of the arrangement prior to the summer holidays. Sometimes pupils move to or from the school without informing the school in advance. This is outside the control of the Head of School. Classes that have been split reunite daily during breaks so they can maintain existing friendships as well as make new friends in the new group. This increases their circle of friends and their abilities to form new friendships. All of these arrangements must be considered on a class-by-class basis, from year to year.

ENROLMENT OF NEW PUPILS INTO SPLIT CLASSES

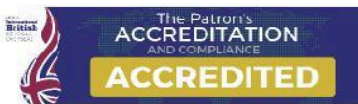
The rationale behind this policy is for the formation of evenly sized classes within the recommended pupil teacher ratio. The enrolment of new pupil into these classes should pay adequate attention to the class allocation criteria.

THE ALLOCATION OF TEACHERS TO CLASSES

It is the duty of the Head of School to assign teaching duties.



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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

Class Reassignment Policy

Effective date: May 2022

Doha College

Reference Number: W59

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