



## Class Configuration Policy

### Policy for determination of class configurations and individual student class allocations.

**Rationale:** The College Leadership Team of Clairvaux MacKillop College is responsible for the final determination of class configurations and the allocation of each individual student to a specific class on an annual basis. These class configurations are determined by considering the complex connections between factors such as:

- school goals and focus areas
- identified needs of our students
- enrolment number
- planned staffing levels
- timetable parameters
- industrial conditions for staff members
- budget and resourcing constraints

**Guiding Principles:** The following principles serve to inform the College Leadership Team, parents/carers, staff, and students in the determining of class configurations and individual student class allocations.

1. Clairvaux MacKillop College strives to offer students developmentally appropriate and inclusive learning experience set within the context of the Gospel vision and Catholic beliefs and traditions.
2. The Principal, in consultation with the College Leadership Team, will determine the total number of classes the school will administer in any one year.
3. The Principal is responsible for the allocation of teachers to classes and year levels on an annual basis. During their time at Clairvaux MacKillop College, students may have the same teacher more than once and may experience classes that have teachers working within a job share or part-time arrangement. This is an acknowledged right of teachers under their employment agreement with Brisbane Catholic Education and is fully supported by Clairvaux MacKillop College.
4. At some time during their enrolment at the College, students may be allocated to a multi-level class configuration (Eg. Year 11 and 12 students completing Unit 1 in a subject, Alternative Sequence classes, concurrent classes etc). This will be determined each year according to the numbers of students, the staffing schedule and curriculum considerations.

## Clairvaux MacKillop College

5. The College will strive for “balance” in the composition of classes taking into account, gender, cultural diversity and abilities/needs of students (social, emotional and cognitive), inclusivity, learning styles within class groups, past learning experiences and peer relationships.
6. The College Leadership Team will consult with staff (as appropriate) in determining individual student class allocations taking into account all known academic and other issues at the time of allocation. The College Leadership Team makes the final determination.
7. Within the Middle School (Years 7-9), students are placed into classes for their Core subjects, following a determination of a range of factors (as in point 6). Student placement into elective and specialisation subjects, largely depends on the subjects that have been selected, timetable considerations as well as other factors.
8. Within the Senior School (Years 10-12), the selection of specialisation subjects and their allocation on particular timetabled lines, largely determines the placement of students into classes with particular teachers.
9. At times, the College may have to change students to another class in order to maintain appropriate class numbers (for both students and teacher benefit) These changes will be minimal and only occur at a suitable time (eg. new term/ semester or unit etc).
10. It is outside of these policy guidelines for parents/carers and students to make specific requests for teachers or particular classes for a student. However, if parents/carers believe there is specific information relating to their child’s learning that the school is unaware of, they may write and inform the Principal, via the Deputy Principal of these factors to assist in the determination of the student’s class allocation. Requests to the Principal or College Leadership Team from parents/carers for a specific teacher and /or class allocation (e.g. not job share etc) will not be considered.