

PRIMROSE HILL NATIONAL SCHOOL

CLASS ALLOCATION POLICY

Primrose Hill National School is a small school with only five classrooms. In order that numbers are fairly and equally shared among five class teachers, it is sometimes necessary to split classes.

When it is necessary to split a class, the following procedure is applied:

- As much as possible the school will aim to maintain a gender balance within each classroom.
- As far as is practicable, boys will be split alphabetically from the roll book between the two classrooms, and the same will apply for girls.
- Where there are twins in a class, parents of those children will be consulted on whether they wish for the siblings to be kept together in the same split or placed in different splits.
- In certain circumstances, the School Principal, in consultation with the class teacher, may make the decision to place a child in a class group that does not fall within their alphabetical grouping.
- If/when a class is split for a second time, the school will endeavour to ensure that those who were mixed with a class at a more junior level would subsequently be mixed with a class at a more senior level.
- Every effort will be made to avoid splitting a class two years in a row, however, this cannot always be guaranteed.
- The School aims to avoid splitting any class level more than twice in their time in school, however, this cannot always be guaranteed.

Where a class is split, the school aims to provide every opportunity for the class to come together as a whole, for example:

- Playing on yard together twice a day
- Daily Mile
- Assembly once a week
- Guest speakers
- S.P.H.E. Monthly lessons
- School outings
- Special event days, i.e. Game Day, Global Play Day.

Each year, once the class lists are finalised and parents are notified, no changes will be made unless there are exceptional circumstances and only then, by decision of the Board of Management.

Signed

Rev. Stephen Neill

Chairperson, Board of Management

Signed

Mrs. Caroline Flood

School Principal

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