



Holycross National School

CLASS & CLASSROOM ALLOCATION POLICY

Introductory Statement:

This policy was formulated as a result of a collaborative approach between the Principal and Staff.

Link to School Ethos:

Holy Cross National School is committed to enabling children grow and develop into confident, mature adults with high self-esteem. We also strive to ensure children maximize their academic and social potential. This policy is geared towards those aims through offering all children exposure to a variety of teaching methodologies and skills.

Rationale:

This policy ensures that teachers get the opportunity to expand their skills through teaching a range of different ages and topics.

Class Allocation:

The allocation of teaching duties within the school is a matter for the Principal. However, it is the policy of the school to reach collective agreement and consensus when distributing teaching duties. The Principal facilitates this process in a fair and equitable way. *“The Principal is responsible for the creation, together with the Board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers”*. (Education Act – Section 23)

Aims and Objectives:

The policy also facilitates the allocation of rooms suitable to the needs of the children;

- To facilitate the smooth, efficient running of the school
- To enable the teaching staff to professionally develop themselves through exposure to different age groups, curricula and teaching styles
- To maximise the learning opportunities of the children through prudent class allocation which utilises to the optimum, the range of individual teaching skills within the staff

Criteria:

- **The principal will consider the need for opportunities for teachers to teach at different levels and in different situations (classroom teacher, Special Education Teacher).**

- The Principal will take into account the needs of the pupils and the desirability of children interacting with different members of staff, and the benefits to the children of experiencing the particular strengths of different staff members.
- The Principal will group the children in their best interests, taking into account the overall number of children and the total number of classroom teachers available.
- The number of children in each class will be decided by the Principal in consultation with the teaching staff, taking into account the overall numbers at each level, the size of the rooms available and the number of teachers allocated to each level.
- All efforts will be made to allocate teaching duties according to the preferences expressed, taking into account the needs of the pupils, and the necessity for a fair and equitable distribution of teaching duties among the staff.
- Rooms are allocated taking into account the general needs of the class group and the specific needs of any individual in the class.
- Rooms allocated to the infant classes will, remain the same, taking into account additional resources for this age group
- Larger classrooms will be allocated to the class groups with the largest numbers.
- Furniture suitable to the age and size of the pupils will be provided in each room.
- It has been decided in Holycross NS that teachers will strive to rotate classes every three years, where possible.

Ratification and Review

This policy was formally ratified by the Board of Management on 2/10/25.

Signed:  Chairperson, BoM Date: 2/10/25

Signed:  Principal Date: 2/10/25