



# Class Transition Policy and Procedures

School adoption date:	July 2022
School's review date:	July 2025

## Background

At Chad Vale Primary School, we are committed to ensuring an effective learning environment for all pupils.

The balance of pupil characteristics and needs in each class across the two different classes in a year group can have a profound impact on the progress and happiness of each child.

Our school has a continuous enrolment policy; as a result, we take in children throughout the year, placing them in classes where places are available. By the end of an academic year, with children joining and leaving the class, classes can become quite unbalanced in terms of gender, educational, language, personal, social needs, maturity and friendships.

We have a policy at Chad Vale Primary School of mixing up the two classes across a cohort should such an imbalance occur at any point within the pupils' time here.

## Rationale for the Mix Up approach

- To create opportunities for children to learn and play with a wide variety of peers
- To develop relationships with a wider group of friends
- To further develop children's collaborative skills for learning
- To enable improved social interaction and the development of social skills between different sets of pupils as they move up through the school
- To ensure that classes remain balanced in response to pupil transfer (mobility); transition between phases and year groups and changes to individual needs within each class.
- To promote a greater sense of community in a large two-form entry primary school (being part of a year group, not just a class)
- To prepare children for secondary school where they will be taught in different classes throughout the year

## Principles

The arrangements for class mixing are based on the professional judgements of class teachers and teaching assistants and the senior leadership team

- We will always consider what is in the best interests of the classes and cohort as a whole when making decisions
- We will communicate the criteria for class mixing in an open and transparent way



- We will always consider the happiness and welfare of children and will take into consideration existing friendship groups when we create new classes.
- The children will be asked to name five other children they may like to be in a class after mix up. When teachers allocate children into new classes, they will ensure that each child is in a class with at least one of the children they named.

### **Process**

- An initial letter to inform parents of any intended year group 'mix-up' is sent out
- Class Teachers and Teaching Assistants observe the children's friendships at work and play
- Class Teachers and Teaching Assistants meet together to plan new classes to ensure a good balance of friendships, range of educational, social and personal needs, gender and maturity are represented in each class
- Class Teachers and Teaching Assistants will consider the list of friends that children have nominated
- Senior leadership team meet with Class Teachers to discuss and finalise groupings
- New class lists are published to parents

### **Criteria for Class Mixing**

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

- Term of birth
- Gender
- Attainment levels
- Range of special educational and learning support needs
- Stage of learning English as an additional language
- 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. Taking this into account, when we prepare to draw up the class lists, we will consider the children's relationships with their peers both in the classroom and in the playground and the children's list of children they have named.*

Once class lists have been published, changes will not be possible as this would make the process unmanageable. The new class lists will be based on the professional judgements of our team, with the best interests of our children at heart.