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# Class and Classroom Allocation Policy

## SCOIL MHUIRE, CLONDRA, CO LONGFORD

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### **Introductory Statement:**

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

### **Link to School Ethos:**

Scoil Mhuire, Clondra, is committed to enabling children grow and develop into confident, mature adults with high self-esteem. We also strive to ensure children maximise 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. It also offers the teaching staff and children flexibility within the system and there is provision in the policy for children to have access to teachers with specific skills in particular subjects.

### **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 and curricula
- 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

## **Policy Content**

### **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)

- Scoil Mhuire has 4 mainstream teachers and is the base school for 2 Special Education teachers (SET). One Special Education Teacher will be based in school full time and the other Special Education Teacher will be here for 12.5 hours per week.

- We will review allocation of classes each year. The Special Education Teacher will initially take the position for 3 years, then teachers will discuss all options for the next school year.
- Some teachers may have larger classes than colleagues. This normally ‘evens itself out’ over a number of years, so that an equitable workload is achieved
- Class allocation relies heavily on compromise and consensus. If this is not possible to reach, the Principal will make an informed decision based on suitability, experience (whether a particular teacher has had the class before), special talents, courses taken and what is in the best interests of the children concerned. An interview is not held
- Class allocation is completed in June of each year.

### **Classroom Allocation:**

- Junior and Senior Infant classes are allocated rooms nearest the front of the school to allow ease of collection for parents
- It is not the policy of the school to move classes from specific rooms unless in exceptional circumstances such as space issues or health and safety issues.
- The design of the school allows for ease of access to the Special Education rooms and Assembly Hall for all classrooms

### **Splitting Classes**

A class will only be split if numbers in a particular classroom are too large. Time will be spent in May and June organising the class curriculum for the following year so that all pupils reach their potential. We will split classes as follows:

- We will use a lottery system to split the class, with a mixture of boys and girls.
- Where possible this will not happen to the same class one year after another.
- We keep split classes as small as we can.
- Regardless of which class a child is in, the curriculum covered will be exactly the same.
- At times during the school year children may be on different pages of their books but by the end of the school year all children will have covered the exact same curriculum objectives.
- All children in a split class will have the same booklists.

### **Notifying Parents**

Where feasible, parents will be notified if there are any changes to the next year’s class/teacher allocation before the end of the academic year. All decisions made in respect of class/teacher allocation may be subject to change at any stage before and during the school year.

**Roles & Responsibilities:**

All staff, under the guidance of the Principal participate in and contribute to the implementation of an effective and equitable class allocation policy. Grievances are dealt with at a Principal/teacher level and will only transfer to the Board if a compromise cannot be reached.

**Success Criteria:**

The school evaluates the success of the policy through;

- a) Participation of all staff in the policy
- b) Smooth hand over of classes
- c) Feedback from all staff
- d) Staff satisfaction
- e) Parental satisfaction

**Timetable for Review:**

A review will be conducted based on the success criteria outlined, but at the latest in April 2028.

This policy was ratified on \_\_\_\_\_

Signed: \_\_\_\_\_

Mrs Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra.

**References**

Education Act 1998 – Sections 22 and 23

Circular 16/73

CPSMA - Board Members handbook p.234