

# 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.
- Boys will be split alphabetically from the roll book between the two classrooms, and the same will apply for girls.
- An exception may be made so as to separate siblings or twins.
- 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
- Assembly once a week
- Guest speakers
- Swimming
- School outings

Each year, once the class lists are finalised and book lists have been sent to parents, no changes will be made.

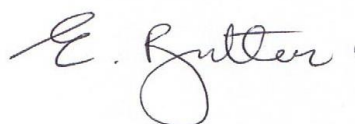
Signed



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**Chairperson, Board of Management**

Signed



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**School Principal**

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