

Class-Allocation Policy

The allocation of teachers to classes and other teaching duties is a direct responsibility of the principal c.f DES circular 16/73 and Education Act 1998 , sections 22 and 23. The need for change regarding our current practice regarding class allocation was initially discussed during staff meetings May 2011 and January 2013. Following an incidental inspection in our school during September 2013 the need for rotation of staff and a policy in this area was highlighted as a priority by the inspector. A draft policy was provided to staff during February 2014. This revised policy will be implemented September 2015.

Bearing in mind the importance of staff development, it is important that all teachers are given an opportunity to teach at all levels. The initial draft of this policy had sought rotation of classes every 3 years. Following concerns from staff this has now been altered to a 4 year period and this decision was ratified by the BOM. During Term 3 (every 4 years), the principal will inform class teachers that each will receive a preference sheet regarding classes for the following 4 year period. It will be highlighted on this preference sheet that it may not be possible for all teachers to get their first or second preference. It is agreed that if a teacher does not receive first preference allocation that this teachers preference will be prioritised during the following rotation. It is recommended that all teachers through this process will experience teaching all levels in our primary school. If agreement is reached between 2 teachers their class allocation can be changed after a 2 year period. When a teacher is allocated to the role of Learning Support teacher it is agreed that he/she will be given the option of remaining in this role for a further 4 year period i.e. total 8 years. The principal and deputy principal of this school will not be eligible to apply for Learning Support role as this is shared with another school (D.E.S. circular). However, should this situation change and we are allocated full-time learning support position both the principal and deputy will be eligible to apply. Teachers and parents will be informed of class allocation decisions in June every 4 years. Under no circumstances should pressure from parents, individual members of staff or any other vested interest ever influence a principal's decision on the allocation of teachers to classes.

It will be the policy in our school (in accordance with circular 20/07) and the advice of our inspector that the numbers in any classroom is kept as low as possible taking all relevant contextual factors into account (e.g. classroom accommodation, fluctuating enrolment). In particular, the principal will try to ensure that there is equitable distribution of pupils in classes and that the differential between the largest and smallest classes is kept to a minimum. Where there is a need to split a class, it will be arranged as follows:

- 1) The split will be determined by age. The older pupils will go to the classroom with those in the class/grade above them.

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- 2) Gender equity will be taken into account. Where there is an uneven number, the next oldest pupil on roll will be chosen.
- 3) Special learning needs will be taken into account and catered for accordingly.

Ratification

This policy was ratified by the Board of Management on _____

Signed by Chairperson: _____

Next review date: Oct 2017