

Dear Parents and Carers,

At Westbury Park we have 2 classes in each year group, which means that we can change the composition of the classes to ensure that a balance of gender, attainment and friendship groups are maintained.

For next academic year (2022-2023) the current policy will be continued. We will therefore review the composition of each class before deciding whether the year group would benefit from mixing around. We will inform parents early in term 6 as to whether the year group will be mixed before final class lists are published on Monday 11th July.

At our most recent School Improvement Committee we reviewed this practice and have decided to amend this policy for subsequent years (2023 onwards) so that year groups will always be considered for mixing at certain points during your child's journey through Westbury Park. This will provide more certainty for families, enable all children the opportunity to widen their circle of friends whilst developing learning relationships within and across the year group. From 2023, year group compositions will be reviewed and considered for change at the end of EYFS, Year 2 and Year 4.

Class compositions are decided using the procedure outlined below:

1. At the start of Reception, children are arranged into two classes based on discussions with previous settings.
2. Children's classes will be considered for mixing at the end of EYFS, Year 2 and Year 4. Class compositions will only change outside of these times in extraordinary circumstances to be determined by the Headteacher.
3. Children transferring from other schools are allocated to classes according to the following criteria:
 - a. Balance class numbers
 - b. Balance gender numbers
 - c. Consideration of special educational needs
 - d. Consideration of relevant information provided by previous school
4. When composing the new class the following criteria will be considered:
 - Class numbers
 - Gender balance
 - Additional learning needs or additional language.
 - Behaviour
 - Prior Attainment
5. At least 30% of children will need to have moved classes for the process to be effective [otherwise a satellite group will be created in a broadly consistent class]
6. The following process and timescale will be adopted:

Year group teachers draft class lists.	During Term 5
Year group class teachers consult children – suggest ask for three names they would like to be with and endeavour to ensure they get at least one.	Mid Term 6
Year group finalise proposals after completing end of year assessments.	Mid Term 6
Lists checked by Head, Deputy, SENCO and TAs	Mid Term 6
Pupils and parents informed of new classes.	Prior to taster sessions with new class teachers in July

- Once class lists are published, there will be no changes made during the following year. It is therefore essential that time is taken to examine all factors and to draw up an early draft in order to observe children over time. A year group might experiment through carousel activities with grouping children differently to test out dynamics, for example.

Staff Allocations

When determining which year group a teacher will be in, the School Leadership Team takes into account teacher's professional development as well as considering the best interests of the children and the whole school.

Thank you.

Richard Bamber

Headteacher