



CLASS AND CLASSROOM ALLOCATION POLICY

INTRODUCTORY STATEMENT:

This policy was formulated as a result of a collaborative approach between the Principal and Staff to put in a policy what was in practice. It evolved over the years and was recently redrafted for a staff meeting on 07/03/2022.

LINK TO SCHOOL ETHOS:

St David's N.S. 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. Our school motto is 'For the Good of All'. This policy is geared towards these aims through offering all children exposure to a variety of teaching methodologies and skills.

RATIONALE:

This policy ensures teachers get the opportunity to teach a range of classes and in doing so expand their skills and knowledge of the curriculum. It ensures children have access to teachers who may have specific skills or expertise in a particular area.

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.

BACKGROUND:

The allocation of teaching duties within a school is a matter for the principal. The Education Act (1998) Section 22 (2) (d) (i) states that ... subject to the terms of any

applicable collective agreement and their contract of employment [teachers shall] carry out those duties that ... are assigned to them by or at the discretion of the principal...

Circular 16/73 states "The Principal should arrange a fair distribution of teaching duties among the staff taking into account the needs of the pupils and the abilities, experiences, personalities and preferences of each teacher. The principal should utilise the services of staff teachers, with special qualifications or aptitudes."

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 will allocate classes based on the following criteria:

- The best interests on the children;
- Preferences (2) indicated on the Class Allocation form;
- Experience;
- Continuing Professional Development;
- Contribution to overall school policy development in relation to teaching and learning;
- Teachers completing Probation;
- Range of classes already taught / not taught;
- Length of time in current position;
- Motivation;
- Personality;
- Domestic and social situations;
- Special talents;
- Opportunities for development such as Special Education, shared teaching etc.

CLASS ALLOCATION:

- St David's National School has 4 mainstream classes (Junior Infants with Senior Infants, 1st with 2nd, 3rd with 4th and 5th with 6th) and one special class;
- It is school policy to rotate classes every 3 years, where applicable. Where a teacher demonstrates an exceptional talent with a particular class and no other

teacher indicates a preference to teach that class, s/he may remain in their current class if it is in the best interest of the children;

- The Special Education Team will remain in place for 3 years, where applicable, after which time they may indicate a preference to return to a mainstream class. If a teacher has gained a considerable knowledge of Special Education through experience and/or Continuing Professional Development or possess a specific contract they will be given the option to remain in Special Education;
- Should a mainstream teacher indicate a desire to join the Special Education Team, this wish may be facilitated. Courses completed in Special Education and/or a willingness to undertake Continuing Professional Development will have a significant bearing on allocation;
- Teachers will be given the opportunity to select their top 2 placement preferences. The principal will make an informed decision based on the criteria listed above. Class allocation relies heavily on compromise and consensus. If consensus is not achieved, the principal will make an informed decision in the best interests of the children concerned;
- Teachers will normally be informed about the class allocation for the following year by May;
- 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.

CLASSROOM ALLOCATION:

- Presently, the senior pupils (3rd to 6th) are on the upper level and the Junior pupils (Junior Infants to 2nd) are on the lower level;
- It is not the policy of the school to move classes from specific rooms unless in exceptional circumstances such as teacher request, physical damage to room or health and safety issues;
- The design of the school allows for ease of access to the Learning Support/Resource/Sensory rooms, IT/Library room, Office and Assembly Hall for all classrooms;
- All classrooms are of equal dimensions, thus eliminating space considerations.

NOTIFYING PARENTS:

Where feasible, parents will be notified of 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. (retirements, resignations etc.)

ROLES & RESPONSIBILITIES:

All staff, under the guidance of the principal participates in and contributes 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:

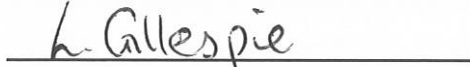
A review will be conducted based on the success criteria outlined, or where consensus and compromise is not achieved.

RATIFICATION:

The policy was ratified by the Board of Management on 16/4/24.

Signed: 
Chairperson

Date: 16/4/24

Signed: 
Principal

Date: 16/4/24