



ST. PATRICK'S NATIONAL SCHOOL

Greystones, Co Wicklow

Roll Number: 12554M

Telephone: 01 2875684

e-mail: admin@stpns.ie

Website: www.stpns.ie

Principal: Rachel Harper

Deputy Principal: Heather Jordan

Board of Management – Chairperson: Canon David Mungavin

CLASS & CLASSROOM ALLOCATION



school policy

ref

- ***Equality of Access & Participation Policy***
 - ***School Safety Statement***

2020

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1. Introduction

1.1 Introductory statement

This policy was reviewed in 2020 as part of St Patrick's NS School Improvement Plan (SIP). It focused on providing the best possible arrangements for all students, while also promoting the professional development of teaching and ancillary staff.

1.2 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 school system.

1.3 Relationship to the school's characteristic spirit / ethos

St Patrick's National School aims

- to provide a safe, caring, happy and disciplined environment where children's self-esteem, self-confidence, initiative and innovation can be nurtured within an atmosphere of mutual respect and appreciation, at all times valuing and celebrating the uniqueness of all individuals;
- to provide an environment where the children feel secure, knowing that if they have concerns, they will be listened to with understanding and respect, and their concerns will be addressed.

2. Aims

The aims of this policy include

- to facilitate the smooth, efficient running of the school;
- to maximise the children's learning opportunities through prudent class allocation, which utilises the wide range of individual teaching skills within the staff;
- to enable all teaching staff to develop their professional skills through exposure to different age groups and levels of the Primary Curriculum, including Additional Educational Needs (AEN).

3. Content of policy

3.1 Class allocation

'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'.

(ref *Education Act*, Section 23)

As outlined in DES *Circular 16/73*, the allocation of teaching duties within the school is a matter for the Principal. However, it is the policy of this school to reach, as far as is reasonable, collective agreement and consensus when distributing teaching duties. The Principal facilitates this process in a fair, transparent and equitable way. Classes are allocated towards the end of Term 3, except in exceptional circumstances where one or more teacher appointments must be filled over the summer holiday period.

Consultation

The allocation of classes follows consultation between the Principal and all Class and Learning Support/Resource teachers, both collectively and individually. This may have been preceded by consultation with the DES inspector, as necessary, and is followed by referral to the Board of Management. Every effort is made to cater for individual teacher requests, however, this may not always be possible on a particular occasion.

Allocation

Teachers are allocated to classes based on their qualifications, experience and special skills as relevant to the specific needs of each class and the school as a whole, and depending on special individual or whole-school considerations as may arise from time to time.

Members of the Additional Education Needs (AEN) team may be expected to travel as part of a shared/clustered resource with other schools. All teachers assigned to an AEN position will be expected to make themselves available for these duties, if assigned.

Issues for consideration

Whilst the Principal may take class preferences into account, in the event of a large group of teachers requesting the same class grouping, the Principal will also take cognisance of the following when making a final decision:

- the educational and social needs of the pupils
- provision of a reasonable variety of teaching styles to students
- provision of a reasonable variety of experience of class groupings to all teachers
- range of classes already taught / not taught previously by teachers
- the range of teaching talents and skills available within the staff
- opportunities for teachers' professional development
- contribution to overall school policy development in relation to teaching and learning
- particular demands on the school in the coming academic year.

It is appreciated that other issues may arise from time to time that may also require consideration in the process, e.g. planned statutory or non-statutory leave, etc.

Communication

It is preferable that teachers should know their allocated class before the end of the preceding school year, and that the Principal would announce the allocation of classes before the summer holidays, thereby facilitating the children's meeting with their 'new' teacher. This applies especially to the junior classes. However, the allocation of Class Teachers may not always be announced at this time, as situations may arise from time to time where a change of teacher/class allocation must be made during the holiday period or where appointments must be made prior to the commencement of the new school year.

3.2 Classroom allocation

The Principal is responsible of the annual allocation of classrooms. Classrooms are allocated during Term 3, except in exceptional circumstances.

Consultation

The allocation of classrooms follows consultation between the Principal and all teachers, both collectively and individually, following consultation with the DES inspector, as necessary.

Allocation

Classes, and their teachers are allocated to classes based on the specific needs of each class and the school as a whole, and depending on special individual or whole-school considerations as may arise from time to time.

Issues for consideration

St Patrick's NS currently has 10 mainstream classes and 5 Learning Support/Resource teachers. All classes are allocated to classrooms that are considered to best suit their particular dynamic, e.g. class size, need for access to additional support or resources, etc. Every effort is made to place the junior classes close to the school reception and administration area, where the toilet facilities are designed for smaller children.

Communication

If possible, the Principal announces the allocation of classrooms before the summer holidays. This applies especially to the infant classes. However, the allocations may not always be announced at this time, as situations may arise from time to time when a change of classroom allocation must be made during the holiday period.

4. Roles and responsibilities

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

5. Success criteria

The school evaluates the success of the policy through:

- participation by all staff in the implementation of the policy
- positive impact on the learning environment of the school
- positive opportunities for teachers' continual professional development (CPD)
- smooth annual hand-over of classes
- feedback from staff, parents and the Inspectorate.

6. Ratification and communication

This policy was ratified by the Board of Management. The policy was made available to all staff by e-mail following its ratification and was made available to parents through the school's website (www.stpns.ie).

7. Implementation

This policy is currently being implemented at St Patrick's National School.

8. Policy review

The policy is scheduled for full review in 2025. However, it may be considered by the Board of Management at any time, should a review be considered appropriate or required as part of the school's self-evaluation (SSE) process. The implementation of the review is the responsibility of the Principal, in consultation with the school's education partners.

Signed: _____

Canon David Mungavin
Chairperson Board of Management

Signed: _____

Rachel Harper
Principal

Date: _____

Date: _____

Appendix 1

Teacher:Class Allocation form sample



ST. PATRICK'S NATIONAL SCHOOL

Greystones, Co Wicklow Roll Number: 12554M

Telephone: 01 2875684 e-mail: admin@stpns.ie Website: www.stpns.ie

Principal: Rachel Harper Deputy Principal: Heather Jordan

Board of Management – Chairperson: Canon David Mungavin

Teacher:Class allocation: 20 /20

TEACHER	
Current Class:	
Class(es) that you have taught:	
Class(es)	Number of years
<i>Junior Infants</i>	
<i>Senior Infants</i>	
<i>First Class</i>	
<i>Second Class</i>	
<i>Third Class</i>	
<i>Fourth Class</i>	
<i>Fifth Class</i>	
<i>Sixth Class</i>	
<i>Learning Support/Resource</i>	

* Note duplicated years if combined classes taught.

Please indicate your preferences for class allocation in _____, choices being

- **JUNIOR** (Junior Infants to First Class)
- **MIDDLE** (Second to Third Class)
- **SENIOR** (Fourth to Sixth Class)
- **SET** (Learning Support/Resource Teacher), bearing in mind that

'the Principal should arrange a fair distribution of teaching duties among the staff, taking into account the needs of the pupils and the abilities, experience, personality and preferences of each teacher' Circular 16/73.13.

1.	
2.	
3.	

Please return this form by _____

Thank you,