

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title: Reconfiguration of Classes

Effective Date: April 2024

Document No: 15

First Edition

No. of pages: 5

1. Purpose

The Reconfiguration of Classes policy of Scoil Mhuire CBS, Marino was put in place to provide clarity to all stakeholders – pupils, their families, and school staff – regarding the circumstances in which classes may be reconfigured and the procedures in place to govern the process of class reconfiguration.

2. Scope

While the majority of Scoil Mhuire pupils will remain with the same group of children for the duration of their time in the school, circumstances may arise in which classes within a cohort need to be reconfigured. This policy, therefore, applies to all pupils of Scoil Mhuire CBS.

3. Principles

This policy was constructed by the staff of Scoil Mhuire CBS in consultation with the Board of Management and with input from Student Council.

The aims and objectives of the policy can be summarised as follows:

- to identify the circumstances in which classes may be reconfigured, and
- to provide a framework for the allocation of pupils to newly configured class groups

While staff, pupils, and their families will be asked for input at various stages in the process of reconfiguring classes, class allocation – and the allocation of a teacher to a class – is the sole preserve of the school Principal.

4. Key Terms

In the context of this policy, these key terms will be understood as follows:

Cohort	All classes within the year group
Reconfigure	Rearrange the constitution of all classes within the year group
AEN	Additional educational needs

5. Policy

RECONFIGURATION OF CLASSES: STAFFING ALLOCATION

Each year, primary schools receive notification from the Department of Education regarding the allocation of teachers for the subsequent academic year. This allocation is determined by the number of pupils enrolled in the school as of September 30th.

The number of teachers allocated to the school, and the availability of staff, will have an impact on the number of classes in a given year group. In determining the number of classes in a year group school management will take cognisance of:

- the overall number of pupils in the cohort,
- the nature and level of AEN within the cohort, and
- the relationships and dynamics within the cohort.

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While it is possible that an increase in staff allocation could see the creation of a new class within a year group, it is also possible that the number of classes within a year group could be reduced with the amalgamation and reconfiguration of existing classes. In either of these instances, the following steps will be taken:

- teachers in the relevant year group will avail of opportunities for their classes to work together so that pupils can become more familiar with their peers in other class groupings.
- families will be sent a form, entitled *Friends in my Year Group*, which they will be asked to complete. Each pupil will be asked to identify eight pupils within the year group that they consider friends and would like to be in class with. (Appendix A)
- the relevant Class Teachers, alongside the SET Team and school management, will work closely to determine the best configuration for the new classes. The school will strive to ensure that at least one friend identified on each pupil's completed *Friends in my Year Group* form will be in their new class.
- once the configuration of the classes has been finalised, families will be notified of their child's new class grouping via Aladdin.
- pupils will have the opportunity to spend some time in their new class grouping prior to the end of the academic year.

Where pupils are moved into larger class groups the school will endeavour to ensure that teaching in the areas of literacy and numeracy is frequently supported by a member of the SET Team, thus ensuring a lower pupil-teacher ratio for these core subjects.

RECONFIGURATION OF CLASSES: DYNAMICS WITHIN A COHORT

In any given cohort, significant discrepancies can become apparent between class groups in terms of their academic ability, behaviour, and general classroom dynamics. In some instances, these discrepancies are such that it warrants the reconfiguration of classes. While the process of reconfiguring classes is one that takes much time, reflection, and resources, it is acknowledged by both the staff and management of Scoil Mhuire CBS that it can have significant value; not alone with regard to the effective running of the school, but also to the wellbeing of our pupils in the long term.

Where the decision to reconfigure the classes within a cohort is taken independent of staffing allocation, it will be done in the best interests of our pupils on the professional recommendations of school staff. The benefits of such a reconfiguration include:

- a more equitable division of classes with regard to the academic and social needs within the cohort,
- the opportunity for pupils to make new friends, particularly if they have not developed strong friendships in their initial class group,
- the opportunity for a fresh start for pupils who may have experienced social or behavioural difficulties in their initial class group,
- the cultivation of a wider circle of friends, something that will be particularly useful to pupils when they transition to second level, and

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- the development of social skills and the facilitation of greater resilience and flexibility.

When the decision has been made to reconfigure existing classes, the steps that will be taken by the school with regard to the process are identical to those outlined previously. Namely:

- teachers in the relevant year group will avail of opportunities for their classes to work together so that pupils can become more familiar with their peers in other class groupings.
- families will be sent a form, entitled *Friends in my Year Group*, which they will be asked to complete. Each pupil will be asked to identify eight pupils within the year group that they consider friends and would like to be in class with. (Appendix A)
- the relevant Class Teachers, alongside the SET Team and school management, will work closely to determine the best configuration for the new classes. The school will strive to ensure that at least one friend identified on each pupil's completed *Friends in my Year Group* form will be in their new class.
- once the configuration of the classes has been finalised, families will be notified of their child's new class grouping via Aladdin.
- pupils will have the opportunity to spend some time in their new class grouping prior to the end of the academic year.

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6. Appendices

APPENDIX A: FRIENDS IN MY YEAR GROUP

Name: _____

Teacher: _____

Room: _____

My Friends	
Name	Current Teacher & Room Number

I have written **eight names**, in no particular order, of children in my year group that I am friends with.

I have spoken to my family about this task, and they have helped me to fill in this form.

Pupil Signature: _____

Parent Signature: _____

Date: _____

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7. Approval & Review

This Reconfiguration of Classes policy was approved by the Board of Management of Scoil Mhuire CBS in April 2024. It will be reviewed in June 2027.

Chairperson, Board of Management

Principal

Date

