

Glan Llyn Primary School



Class Organisation Policy

July 2026



Class Organisation Policy

It is the school's aim to develop grounded, well-rounded children who are equipped with the skills to face and overcome challenges as they grow and develop. We aim to develop honest and respectful individuals who are able to persevere when faced with challenges and develop as mature, resilient individuals.

As a two-form entry school, we believe that the children should be able to explore opportunities to widen their social circle and as such, we mix the children into different classes each year so that they can make new friendships and develop and refine their social interactions as they go through their primary years.

Class Organisation

- * All of our staff are suitably qualified and the allocation of staff is a strategic responsibility for the Headteacher and the Leadership team and is not based on personal, parental or pupil preference.
- * Pupils with ALN will be assigned any additional support required as laid out in their Individual Development Plans. Allocated designated members of staff may change across the year and from one year to the next.
- * Parents and carers do not have the right to request or demand a particular teacher or teaching assistant for their child.

What we WILL do:

We will plan our class lists and staffing structure taking into account the following:

- * Maintaining the recommended/statutory class sizes of no more than 30 pupils per class.
- * Educational needs of the children based upon our professional expertise
- * ALN needs (ensuring a balance across classes to ensure appropriate support and based upon the expertise and experience of the staff members)
- * Balance of genders and abilities and ages/stages where necessary
- * Foundation Phase recommended ratios
- * ALN ratios / Adult support needed.
- * Behaviour management needs
- * Pupil sensory needs
- * Physical / medical needs

What we CAN guarantee:

- * Teachers will place children with at least one friend when collating class lists.
 - Children in Years 1 to 5 will be asked to name three friends every year and we guarantee that they will be placed with at least one of these named friends.
 - Nursery and Reception staff will observe friendships and make allocations based on professional observations and discussions.
- * Teachers will support children to navigate change and transition, overcome disappointments and help them to reframe their thinking in identifying and responding to problems, disappointments and challenges.

What we WILL NOT do:

- * We will not allow a parent to choose the teacher / teaching assistant/classmates for their child as this would create unmanageable circumstances.
- * We will not move children to a different class to satisfy a parental request for their own child.
- * In the interests of inclusivity, children and / or parents will **not** be able to name children they **do not** want to be with in a class.

However:

- * Serious issues which have been raised and dealt with within the current and previous academic year will be taken into account.
- * Minor ongoing issues which have been raised within the current academic year will be taken into account

What we CANNOT guarantee:

- * We cannot guarantee that Nursery pupils will be placed in the morning/afternoon session that they have requested.
- * We cannot take into account every historical issue that has taken place between pupils, siblings or relatives ranging beyond one academic year.
- * We cannot guarantee that a child will be placed with every child/ group of children they consider to be a friend(s).
- * We cannot guarantee that a child will be placed with a particular friend, if in the teacher's professional judgement, it is not in the best interests of an individual child in meeting their needs.
- * We cannot guarantee that we will take into account historical issues faced by feuding families outside of the school.

Final Class Allocations

Children are informed of their new classes during the last week of the summer term and have the opportunity to spend a day with their new class and teacher. Following transition day, parents are informed of the final class allocation for the September ahead.

At this point, the class allocations are final and no changes will be made.

We recognise that transitions can be difficult for children and adults and the Senior Leadership Team closely monitor the wellbeing and progress of all children across the school with a particular focus on relationships and change every September.

We have also recognised that parents/carers sometimes need support in developing strategies to help manage their child's anxieties and aim to offer support and/or signpost families to external family support interventions to help alleviate any concerns and to support parents to help their child at home.

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