



CLASS MOVES POLICY AND PROCEDURE

Date Policy Reviewed: 23 March 2021

Date of Next Review: 23 March 2023

Person(s) Responsible for Review: SLT (Head)

INTRODUCTION

Classes are re-organised into different groupings for each new academic year. The only exception to this is the transition between Year 5 and Year 6, where we reserve the right to decide to keep the classes unchanged.

PURPOSE

The main benefits of reshuffling the children are as follows:

- The encouragement of a wider group of friends so that by the end of their time at The Manor they know as many of their year group as possible.
- The encouragement of a deeper self-confidence in the pupils when they discover they enjoy making new friends.
- It allows the staff to re-organise the pupils into new groups which are well-balanced and reflect the ways the children have changed and developed over the year(s).

PARENTS' INVOLVEMENT

From Nursery through to Year 6, careful consideration is given to creating equally strong, balanced classes. Geography, friendships, age and ability are just some of the criteria we use when deciding on these groups. In the great majority of cases, parents are entirely happy to leave the groupings of the new classes to the teaching staff. However, if there is a major concern you have, please let the relevant Head of Section know before the second half of the Summer Term.

- Nursery and Reception – Mrs Pippa McConnell (pmcconnell@manorprep.org)
- Year 1 and Year 2 – Mrs Emma Gower (egower@manorprep.org)
- Year 3 and Year 4 – Mrs Jennifer Shaw (jshaw@manorprep.org)
- Year 5 and Year 6 – Mrs Victoria Evans (vevans@manorprep.org)

Please note that any concerns raised, although they will be borne in mind, may ultimately be discounted if the staff regard other factors as even more important. Requests to avoid



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being in the same class as a particular other child are discouraged. Informal requests to the present Class Teacher form no part of the process.

Parents are requested not to ask for a particular teacher.

FINAL CLASS LISTS

There is a Move-Up Morning (or Afternoon) for children towards the end of the Summer Term when they meet their new Class Teacher for the following year. Parents are given the class lists at the same time as this meeting. **Please note that class lists cannot be changed after they are published on this day.** There are many reasons for this:

- To do so for one parent would mean, out of fairness, having to do so for anybody else who asked. This would involve starting the decision-making process again for the entire year groups in question and then publishing new lists, no doubt to the consternation of many.
- The Headmaster has a duty to respect the combined wisdom of the staff who spend a great many hours trying to reach the best solution about the future classes for the benefit of each individual pupil, particularly after they have already considered parental requests amongst other factors.
- Children need to be encouraged to develop the self-confidence to cope in new groupings, even in situations where at first they may not feel entirely familiar or comfortable – invariably such children enjoy and appreciate their new classes within a short time.