



## CLASS MOVES POLICY AND PROCEDURE

|                                   |          |           |                 |
|-----------------------------------|----------|-----------|-----------------|
| Date Policy Reviewed              | May 2026 |           |                 |
| Date of Next Review               | May 2028 |           |                 |
| Person(s) Responsible for Review: | Owner:   | Approver: | Board Approval: |
|                                   | DHA      | Head      | n/a             |

### INTRODUCTION

Classes are re-organised into different groupings for each new academic year.

### 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, the children know as many of their year group as possible.
- The encouragement of a deeper self-confidence and resilience in the children when they discover they enjoy making new friends. This is excellent preparation for senior school life.
- It allows the staff to re-organise the children into new groups which are well-balanced and reflect the ways the children have changed and developed over the year(s).

From Nursery through to Year 6, careful consideration is given to creating balanced classes. Class dynamics, friendships, age and strengths are just some of the criteria we use when deciding on these groups and a great deal of time and thought are given to this in each Section of the School.

Parents are kindly asked to respect and trust the considerable consideration that goes into this process.

### FINAL CLASS LISTS

There is a 'Move Up' morning (or afternoon) for children starting in Reception to Year 6 towards the end of the Summer Term when they meet their new Class Teacher for the following year, together with their new classmates. In the last week of the Summer Term, parents are also informed of their child's Class for the forthcoming academic year.



In Pre-Nursery and Nursery, introducing children to their new classes and Class Teachers happens more gradually as is appropriate to the age of the children.

**Please note that class lists will not be changed after the 'Move Up Morning'.** There are many reasons for this:

- Children need to be encouraged to develop the self-confidence and resilience to cope in new groupings, even in situations where at first they may not feel entirely familiar or comfortable – invariably children in this situation enjoy and appreciate their new classes within a short time.
- We respect the combined wisdom of the staff who spend a considerable time trying to reach the best solution about the future classes for the benefit of each individual pupil.
- To do so for one parent may mean, out of fairness, having to do so for any who ask. Moving one child may also impact on other planned groupings in a year group, which would need to be revisited. This would involve starting the decision-making process again for the entire year group in question and then publishing new lists, which many children would find unsettling. If there were then further concerns raised by other families in relation to changes, this process would need to begin again out of fairness, which would be unworkable for the School and would have further impact on the children.

Should parents have concerns regarding class allocations, these should be raised in the first instance with the child's current Head of Section, who will be happy to provide clarification about the process followed. If concerns remain, parents may refer to the School's formal Complaints Procedure, details of which are available on the School website.