**OUR LADY OF VICTORIES GIRLS’ SCHOOL**

**CLASS ALLOCATION and CLASS SPLIT POLICY**

The Board of Management recognises the importance of having a transparent policy in relation to the allocation of teachers to posts in our school. The allocation of teaching duties within the school is a matter for the Principal. Circular 16/73 states that the principal teacher “should arrange a fair distribution of teaching duties among staff, taking into account the needs of the pupils and the abilities, experience, personality and preference of each teacher. S/he should utilise the services of staff with special qualifications or aptitudes in an organising or advisory capacity”

Classes/SEN Team roles will be allocated to ensure that pupils benefit from the range of expertise available in the school. When allocating classes/SEN team roles, consideration will be given firstly, to the children and their learning needs, then to the special skills of the staff and to providing them with a range of teaching opportunities. However, while there are significant and valid reasons for changing staff duties and responsibilities, it is also extremely important to ensure stability and take into account the totality of needs within the school. SEN team roles will be rotated on a five yearly basis, where appropriate.

When changes are deemed desirable the Principal will consider:

* The specific needs of the particular class/group of pupils.
* The characteristics of specific children within the class.
* Allocation of classes/SEN team roles in previous years.
* The desirability of retaining an experienced person at each particular level to ensure continuity.
* Distribution of collective expertise/willingness to share expertise with other teachers and groups.
* Specific circumstances such as career break applications, retirements, job-sharing, SNA in classroom etc.
* Numbers of children in each class grouping
* The Principal will, where possible, inform the teachers of his/her allocated class/SEN team role before the end of the preceding school year. Individual teachers will be facilitated to discuss their class allocation with the Principal if they wish.

**Class Splits**

From time to time a class grouping may need to be split. This may occur due to a reduction in pupil numbers and therefor a reduction in the allocation of class teachers. As a rule the policy of this school is to strive to keep the number of pupils as close to the DEIS pupil-teacher ratio as possible (currently 22-1).

Where a class grouping must be split the following criteria will be adhered to:

* The class will be split in a random way, taking into consideration age and ability so as to create a fair and equal division of ability and age in each side of the class split.
* It is the policy of this school not to use language such as ‘going up’ and ‘staying back’ to refer to class splits and we encourage the children and parents to adopt a more accurate use of language by referring to the split classes as ’being with’ another class grouping. For example, 4th class is with 3rd class and 4th class is with 5th class.
* In so far a possible, girls who have been in a class split once will not be placed in a class split again, during their time in Our Lady of Victories Girls’ School.