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Policy on Class Allocation

Introductory Statement:

This policy was formulated as a result of a collaborative approach between the Principal and Staff.

Link to School Ethos:

Saint Michael's N.S. is committed to enabling children to grow and develop into confident, mature adults with high self-esteem. We also strive to ensure children maximise their academic and social potential. This policy is geared towards those aims, by offering all children exposure to a variety of teaching methodologies and skills.

Rationale:

This policy ensures that teachers get the opportunity to expand their skills by teaching a range of different ages and topics. It also offers the teaching staff and children flexibility within the system. There is provision in the policy for children to have access to teachers with specific skills in particular subjects.

Aims and Objectives:

- To facilitate the smooth, efficient running of the school.
- To enable the teaching staff to develop professionally through exposure to different age groups and curricula.
- To maximise the learning opportunities of the children through prudent class allocation which utilises to the optimum, the range of individual teaching skills within the staff.

Class Allocation:

- The allocation of teaching duties within the school is a matter for the Principal. The staff will, where possible, endeavour to reach collective agreement and consensus when distributing teaching duties. The Principal will facilitate this process in a fair and equitable way.
 - *“The Principal is responsible for the creation, together with the Board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers”.* (Education Act – Section 23)
- Saint Michael's National School is a multi-class school. From September 2022 the classes have been divided as follows:
 - Junior and Senior Infants
 - Senior Infants and 1st class
 - 2nd and 3rd class
 - 4th and 5th class
 - 5th and 6th class
- These class splits are flexible and may be changed to take into account the numbers in each class. Any changes will be made in consultation between the Principal and staff.

- Each May/June, teachers are asked to complete a class allocation form and indicate their preferences for the upcoming school year (see appendix 1)
- The Principal will allocate classes with the needs of the pupils across the school taking precedence. The class preference form completed by the teaching staff will also be taken into consideration, however the Principal cannot guarantee that all teachers will get their first preference. The Principal will also take other factors into account when allocating classes, such as (but not limited to):
 - Experience
 - Range of classes already taught / not taught
 - Special talents
- Some teachers may have larger classes than colleagues. This normally 'evens itself out' over a number of years, so that an equitable workload is achieved
- Class allocation relies heavily on compromise and consensus. If this is not possible to reach, the Principal will make an informed decision based on the needs of the pupils first and foremost.
- Staff are requested to share their planning notes and any useful resources with the incoming teacher, to ease the transition to a new class.

Signed: _____



Date: 18/03/2024

The Very Rev'd Niall J. W. Sloane
Chairperson BOM

Appendix 1: Sample Class allocation form

Name of teacher: _____

Please indicate your preference from 1 to 4, with 1 being your first preference.

There is no guarantee you will be given your first preference.

Class divisions may change on an annual basis, depending on the numbers enrolled in each class.

The principal has the final decision on the allocation of classes (Education Act section 23).

Class	Preference
Junior and Senior Infants	
Senior Infants and First	
2 nd & 3 rd Class	
4 th & 5 th Class	
5 th & 6 th Class	
SET	
EAL	
Principal Release cluster	

Signed: _____

Date: _____

<p><i>Office use:</i></p> <p><i>Class allocated:</i></p> <p><i>Signed:</i> _____</p> <p><i>Date:</i> _____</p>
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