**St. Brigid’s National School, Ballysax - Policy on Class Allocation**

**Link to School Ethos:**

St. Brigid’s NS is committed to enabling children 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 through 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 through teaching a range of different ages and topics. It also offers the teaching staff and children flexibility within the system and there is provision in the policy for children to have access to teachers with specific skills in particular subjects. The policy also facilitates the allocation of rooms suitable to the needs of the children.

**Aims and Objectives:**

* To facilitate the smooth, efficient running of the school
* To enable the teaching staff to professionally develop themselves 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

**Policy Content**

Class Allocation will be made at the end of the second term/beginning of third term, depending on the date on which Easter falls in any given year.

Teachers in Learning Support and Resource Posts may retain posts for up to four years. Teachers in mainstream classes may retain positions for up to three years and on a yearly basis thereafter.

Teachers returning from Career Break or any absence greater than one school year are considered to be starting their new post afresh regardless of whether they had the same post prior to their absence.

The Principal has the final say in class allocation.

**Roles & Responsibilities:**

All staff, under the guidance of the Principal, participate in and contribute to the implementation of an effective and equitable class allocation policy. Grievances are dealt with at a Principal/teacher level and will only transfer to the Board if a compromise cannot be reached.

**Success Criteria:**

The school evaluates the success of the policy through;

1. Participation of all staff in the policy
2. Smooth hand over of classes
3. Feedback from all staff
4. Staff satisfaction

**Timetable for Review:**

A review will be conducted based on the success criteria outlined, or where consensus and compromise is not achieved.

**Ratification:**

This policy was ratified by the Board of Management on November 7th 2016

**References**

Education Act 1998 – Sections 22 and 23

Circular 16/73

CPSMA - Board Members handbook