

**POLICY ON CLASS DIVISION**  
**RANSBORO NATIONAL SCHOOL**

The Department of Education and Science circular 03/04 states:

“The staffing schedule is structured to ensure that all primary schools will operate to an average mainstream size of 29 pupils. School authorities are requested to ensure that the number of pupils in any class is kept as low as possible. Schools should also ensure that there is an equitable distribution of pupils in mainstream classes and that the differential between the largest and smallest classes is kept to a minimum.”

In compliance with this directive and due to the fact that the primary school curriculum is designed as an eight year course and that the number of class teachers assigned to this school changes, depending on enrolment, it is acknowledged that there may be a necessity to divide classes in a particular year.

Where such class(es) division(s) is/are required, to form a mixed class of at least 2 class groupings, the following procedure shall be applied:

1. The pupil ID numbers assigned to pupils by the DES on entry to school shall be used to determine groupings of children, commencing with the top numbers in the first year.
2. Where a class is divided for two or more years, the second year shall commence with the lower pupil ID numbers numbers, the third year shall commence with middle pupil ID numbers continuing with the next numbers from year one.
3. All class divisions shall be in place four weeks before the end of the school year.

In the event that a class will be divided in half to form 2 smaller classes, pupil ID numbers will be used to divide, by splitting the numerical list down the middle- girls and boys done separately to ensure a gender balance in each class.

In implementing this policy, special consideration shall be given to:

- (a) ensuring that there is gender equity in each class;
- (b) the number of pupils with special educational needs and their degree of difficulty/or behavioural difficulty; and
- (c) the desirability of having Junior Infants as a single class unit pending on enrolment. However, where the inclusion of a group of Senior Infants into a Junior Infant class would eliminate further class splitting throughout the school, this would be the policy implemented.

The above criteria have been determined by the staff of Ransboro N.S as the fairest means to divide classes and it will be strictly adhered to. Nothing in the foregoing shall restrict the right of The Board of Management to determine the maximum and minimum number of children in each class.

We will take into consideration any future departmental guidelines on class division.

This policy has been updated in June, 2016 and ratified by the Board of Management on 22.06.2016.

Signed: \_\_\_\_\_