



# Broomhill Primary School



## Classroom Organisation Parent/Carer Guide

For the purpose of this document parents will be taken to mean all parents and carers.

At the end of the school year a question often asked is ...“What class is my child going into next year?”

Schools are staffed to agreed standards based on the number of classes which require to be formed within the Scottish Government’s class size maximum legislation (see below). In May/June each year headteachers are advised of the number of staff to which they are entitled, taking into account the number of pupils who transfer to secondary and the number of children who will form the new intake in August.

This means that headteachers are required to plan and organise classes based on the new roll of the school, the numbers of teachers and the accommodation within their school.

This leaflet has been prepared by the headteacher of Broomhill Primary School to explain classroom organisation and the different types that are found in primary schools.

### **Class Sizes**

When planning the organisation of classes, the council and its schools adhere to related maximum class size guidelines set by the Scottish Government. These are:-

- 25 pupils for Primary 1
- 30 pupils for Primary 2 - 3
- 33 pupils for Primary 4 – 7
- 25 pupils for composite classes

### **Curriculum Organisation**

Implementation of the national agreement, ‘A Teaching Profession for the 21<sup>st</sup> Century’ provides the opportunity to further enhance the curriculum experience for children within primary schools

Since 2006 teachers have been allocated an additional 2.5 hours for the preparation of lessons and correction. There was no change made to the length of the time children spend within the class. The arrangement means your son or daughter will be taught for 2.5 hours each week by another teachers or teachers who will focus on an area of the curriculum, such as PE, Religious Education, Music, Modern Languages or computing.

### **How classes are formed**

The national guidelines on the curriculum indicate that pupils should proceed through learning experiences tailored to fit their personal level of attainment. The means that pupils in all classes will follow a programme designed to help them progress at their own level.

When forming classes the headteacher has to consider many factors:

- Roll (numbers of pupils in the school)
- Staff allocation following agreed standards
- Class size limitations (for each of our 16 classes)
- Capped size for each P1-7 stage
- Efficient deployment of staff

Headteachers are required to organise classes to make best use of available staff, including staff who job-share. Most schools have a mixture of single stage and multi-stage (composite) classes.

Usually classes will be formed before the start of the new school session. In certain circumstances reclassification may have to take place during the summer break or after a term has started. For example, the outcome of placing request appeals to the council is not normally known until the last week of the school term. Reclassification may be required depending on the appeal decision.

In Broomhill Primary School almost all classes are at their maximum stage limit and class size. The ability to move a child to another class is therefore very limited after classification decisions have been made and communicated to children and parents.

In a small number of cases, where the leadership feels it is required, the headteacher or depute will phone a parent to discuss classification before letters are sent home. A conversation might also be held with the child in question.

### **Class formations**

The outcome of any classroom organisation is to ensure effective learning and teaching throughout the school.

Most primary schools have the following formations

- Single stage classes
- Composite (multi-stage classes)
- Group teaching

### **Single stage classes**

Class size:

- 25 pupils for Primary 1
- 30 pupils for Primary 2 - 3
- 33 pupils for Primary 4 – 7

Single stage classes consist of pupils who have entered primary school at a common date. Most pupils are generally within a year difference. The age difference will be nearer two years with pupils who have deferred a year when starting school. There will most likely be a wide range of attainment represented within the class. Most of the teaching will be undertaken in groups, some of which, usually language and mathematics, will be formed according to the attainment of the pupils in those areas of the curriculum. This will enable the teacher to work with a group of pupils of roughly the same ability range.

### **Composite classes**

Class size:

- 25 pupils for composite classes

Composite or multi-stage classes consist of pupils who entered primary at different dates. Usually in Glasgow there are two single stages represented in a composite class. The range of attainment in composite classes is likely to be similar to that in a single-stage class since groupings will have been made on the basis of educational attainment across the different stages represented.

In Glasgow, composite classes are normally formed on the basis of language and/or mathematics working groups. This means that children working at broadly the same level in language and/or mathematics are grouped together. The headteacher will ensure that each class has no more than 3-4 such groupings in each class. Such an arrangement is made to help ensure the most efficient use of teaching resources.

Most of the teaching will be undertaken in groups, some of which, usually language and mathematics, will be formed according to the attainment of the pupils in those areas of the curriculum. This will enable the teacher to work with a group of pupils of roughly the same ability range.

Some social studies topic for composite classes are different to single stage classes to avoid the potential of duplication in learning in future years. For example, P5/4 and P6/5 will be doing the Clyde in the Classroom topic in 2019-20. Where a decision is made to do the same topic as single stage classes, then the work will be appropriately differentiated according to the children's needs.

Relationships, Sexual health and Parenthood lessons will be taught as single stage lessons throughout the school in the Spring term.

For occasions such as Entertainment Day and school discos, children will attend their relevant stage event.

Please note that some children may be in composite classes at several stages throughout primary school. No assurance can be given regarding whether a pupil will avoid being placed in composite classes in the future, or whether they will be allocated at the lower or upper stages of composites.

Teachers will be aware of the social needs of individual children. The decision to allocate a child to a particular class for social reasons will be taken for a very small number of individuals and only where headteacher or deputies are aware of particular difficulties for children.

### **Groups**

In Broomhill Primary children can also be taught in groups across one or more classes or stages for aspects of literacy or mathematics. Usually these groups are for children receiving additional support for learning. The groups might work in a classroom, or in one of the open areas in the school. Parent will be informed if the intervention lasts more than a few sessions.

Other terms you may hear are:

- Team Teaching – where more than one teacher works with a class for a specific area of the curriculum
- Co-operative teaching – where a teacher's expertise is used in a specific curriculum area with a group or class other than their own e.g. with modern languages.

If you have any further comment or questions regarding classroom organisation, please contact the headteacher.

Telephone 0141 334 5171

Email [headteacher@broomhill-pri.glasgow.sch.uk](mailto:headteacher@broomhill-pri.glasgow.sch.uk)

Write to the Head Teacher at Broomhill Primary School, 57 Edgehill Road, Glasgow, G11 7HZ.