



FCVS Class Splitting Policy

Scheme of Delegation	
Approval By:	Education Committee
Staff Lead Reviewer:	Headteacher
Assigned Governor	Chair of Education Committee
Dates	
Date of Approval	05/2025
Date of next Review	05/2027
Dates	
Category (delete as applicable)	NS: non-statutory
Communication	
Publication (delete as applicable)	FCVS Website

Rationale

- To create opportunities for children to learn and play with a wider variety of peers
- To enable greater social interaction between children as they move through the school
- To ensure that the classes remain balanced in response to pupil transfer and transition during key stages
- To promote a greater sense of community in a large two-form entry federation.

Principles

Classes will usually be split every two years i.e. at the end of Reception, the end of Year 2 and the end of Year 4. In consultation with the Governing body, classes may be split on other occasions if needed. For example, to split less desirable groupings or to balance the learning needs of children. It is recognised that this may impact any future scheduled class splitting. This will be carefully considered by the Senior Leadership Team.

- The arrangements for class mixing are based on the professional judgements of Class Teachers and the Senior Leadership team.
- The best interests of individual children and classes as a whole are always put first when making decisions.
- The criteria for class mixing are communicated in an open and transparent way.
- The happiness and welfare of the children is always considered and feedback from children about their existing friendship groups is used when we create new classes.

The process

- Class teachers use their understanding about the academic, social and emotional characteristics of the children they have taught. Class Teachers work to ensure a good balance of friendships, range of educational, social and personal needs, gender and maturity are represented in each class.
- Children are invited to nominate children who they feel they would benefit from being in the same class as them.
- Heads of School and Senior Leadership Team meet and approve classes.
- New Classes are shared with parents and children in July in preparation for transition day.

Criteria for Class Mixing

Classes will be mixed to achieve a good balance according to the following characteristics:

- Gender
- Range of educational, social and personal needs
- Level of maturity
- Friendships and good learning partnerships

Over the course of their Primary years, children will have a range of friendship experiences. We find that some friendships can be very fluid, whilst others can stand the test of time. With that in mind and the information the children have provided, we draw up the class lists with the intention of placing children with at least one child they have nominated.

Timescales

- Parents and carers are informed about the process before May half term.
- Children are invited to provide information about who they feel they would benefit from being in the same class as them - after May half-term.
- Class lists are drawn up and shared with the Head of School (June).
- Class lists approved by the Head of School, in consultation with the Executive Head teacher, SLT and phase leaders(July)
- Class lists communicated to parents and children in July as part of the transition arrangements

We ask that parents support the school in helping their child manage the transition to their new class. The federation supports the children by running a series of transition events. Through the transition period, we urge you to remain calm and positive. We need our children to become resilient citizens and over time any concerns they may have will invariably improve. Our teachers are incredibly understanding and they will help support you and your child. Changes to class organisation at this stage do not happen, unless, over the course of the transition period it is clear the situation hasn't improved.

If you do have a concern about any aspect of the new class allocation or transition, we ask that you come and speak with the class teacher or phase leader in the first instance.

Review

The Senior Leadership Team and Executive Headteacher will review the process and criteria for each year's class mixing arrangements at the beginning of each Summer Term ahead of the following year's class mixing.