CLASS SIZE PROCEDURES
This procedure must be read in conjunction with Class Sizes Policy.

Table of Contents
1. Overview ..................................................................................................................................... 2
2. Rationale ..................................................................................................................................... 2
3. Procedures .................................................................................................................................. 2
4. Contact ........................................................................................................................................ 2
5. Complaints .................................................................................................................................. 2
6. References .................................................................................................................................. 2

1. Overview
1.1. These procedures set out the process for the implementation and management of class size requirements in ACT public schools.

2. Rationale
2.1. This procedure document provides guidance to all ACT public schools in the implementation of the EDU Class Sizes Policy.

3. Procedures
3.1. Roles and responsibilities
3.1.1. Principals will:
    3.1.1.1. be responsible for the implementation of the Class Sizes Policy and Procedures
    3.1.1.2. ensure that planning, determination and management of class sizes is undertaken with consideration of sustainable management of workload
    3.1.1.3. work with the teacher/s and/or AEU sub-branch to establish effective supports or resources for the teacher/s, where a variation to the Policy is required.

3.1.2. Teachers will:
    3.1.2.1. engage in good faith discussions with the principal to consider all available options and supports, where a variation to the Policy is required.

3.2. Variations
3.2.1. Schools make local decisions about teacher workload, timetable structures and specialist programs to suit their own school communities. Principals may vary the number of students from the class size requirements as outlined in the Policy, where circumstances justify.
3.2.2. Where a variation is required, Principals should determine appropriate additional supports or resources for the affected teacher based on students’ needs and challenges and the operation of the school community. The variation and any additional supports or resources must be agreed in writing with the affected teacher and must be documented by the Principal.

3.2.3. Additional supports or resources may include:

   3.2.3.1. additional release time
   3.2.3.2. relief from other school duties i.e. playground supervision
   3.2.3.3. additional administrative support i.e. report writing time
   3.2.3.4. additional classroom support from non-teaching staff (LSA support)
   3.2.3.5. targeted support from Executive Teacher with programming, planning or assessments
   3.2.3.6. additional floating teachers across one or more settings.

3.2.4. Additional supports provided in accordance with these Procedures will not increase the workload for current school staff.

3.3. Dispute Resolution

3.3.1. Where the principal and the teacher cannot reach agreement on the variation, the teacher, teacher’s union or other employee representative on behalf of the teacher may seek resolution of the matter in accordance with Section G or Section I of the ACTPS Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022.

4. Contact

4.1. The Executive Group Manager, School Improvement is responsible for this procedure.

4.2. For support in applying these procedures, please contact School Operations on 02 620 53313 or email SchoolOperations@act.gov.au.

5. Complaints

5.1. Any concerns about the application of this policy or the policy itself, should be raised with:

   • the school principal in the first instance;
   • the Directorate’s Families and Students Complaints and Feedback team on (02) 6205 5429.
   • online at www.education.act.gov.au/about-us/contact_us;
   • See also the Complaints Policy on the Directorate’s website.

6. References

6.1. Related Policies and Documents

   6.1.1. The following documents must be read in reference to the information provided in this procedure document:

      • EDU Class Sizes Policy
      • Education Participation (Enrolment and Attendance) Policy
      • Enrolment in ACT Public Schools (Preschool-Year 12) Procedure