CLASS FORMATION & CHANGES POLICY 2026-2027

Phoenix Private School, Doha – **For Parents, Students and Staff**

Effective Date: August 2026

Approved By: Principal a7 Governing Body

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.

Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

2. Purpose

The purpose of this policy is to ensure that all classes are formed in a fair, balanced, and purposeful manner that supports high-quality teaching and learning, student wellbeing, and positive social development.

Principles of Class Formation
Class groupings are carefully planned to create balanced cohorts that meet the diverse needs of all learners. When forming classes, the following factors must be considered:

- **Gender balance** – ensuring an equitable distribution of male and female students where applicable.

- **Academic level** – maintaining a range of abilities within each class to support inclusive teaching and learning.

- **Language profile** – balancing **Arabic and non-Arabic speakers** to support language development and inclusion.

- **Friendships and social dynamics** – taking into account positive peer relationships while avoiding over-reliance on friendship groups.

- **Pastoral considerations** – including student wellbeing, behaviour, emotional needs, and any known sensitivities or relationships that may impact learning.

- **Student support needs (SPL)** – ensuring an appropriate distribution of students across **SPL Levels 1, 2, and 3** to enable effective support and intervention.

Process for Class Formation

- Class teachers and Key Stage leaders will work collaboratively to propose class groupings.

- Draft class lists must be reviewed by Senior Leadership to ensure consistency and equity across the school.

Confidentiality

All class lists and discussions related to class formation are **strictly confidential**.

- Staff must not share class groupings or proposed changes with students, parents, or other stakeholders unless formally approved.

- Class lists should only be discussed within authorised staff meetings and with relevant leaders.

Maintaining confidentiality is essential to ensure professionalism, fairness, and trust within the school community.

Class Changes

Class changes during the academic year will be kept to a minimum and will only be made under exceptional circumstances, such as:

- Pastoral, social, or emotional concerns
- Safeguarding considerations
- Well-evidenced issues impacting learning or wellbeing

All class change requests must:

1. Be submitted to the relevant Key Stage Leader
2. Include clear rationale and supporting evidence
3. Be approved by Principal
4. Shared with Admissions Department

Parents will be informed of any approved changes in a timely and professional manner.

Monitoring and Review

The effectiveness of class groupings will be reviewed periodically by Senior Leadership to ensure that they continue to meet the needs of students and the school.