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Class Reallocation Policy

About This Policy

This policy outlines the structured approach taken by Claremorris National School when staffing changes necessitate the splitting or reorganisation of existing class groups. Our primary goal is to ensure a smooth transition that prioritises the emotional well-being and academic progress of every student.

Rationale

While we strive for consistency, changes in staffing levels or student numbers occasionally require us to redistribute classes. This process is handled with professional care, using a data-driven and person-centered approach to create balanced, thriving learning environments.

Core Criteria For Reallocation

When forming new class lists, school management and current class teachers will collaborate to balance the following five pillars:

- **Gender Balance:** Ensuring a representative mix of genders across all new class groupings.
- **Academic Performance:** Creating a heterogeneous mix of abilities so that peer-to-peer learning can flourish and teaching resources are distributed fairly.
- **Social Dynamics:** Assessing personality mixes to promote a positive, inclusive classroom culture and minimize potential behavioral friction.
- **Individual Learning Needs:** Ensuring that students requiring specific interventions or EAL (English as an Additional Language) support are placed in environments best suited to their requirements.
- **Friendship Bonds:** Recognising the importance of social stability during times of change.

The Friendship Guarantee

We understand that change can be daunting for primary-aged children. To provide a sense of agency and security, we implement the "**Five-Friend Process**":

1. **Selection:** Each child will be asked by their current teacher to privately write down the names of five friends they enjoy working and playing with (Appendix 1)
2. **The Guarantee:** The school guarantees that every child will be placed with at least one person from their list.
3. **Professional Oversight:** While we honor the guarantee, the final placement remains at the discretion of the school to ensure the broader "Core Criteria" (Academic, Social, etc.) are also met.

Process & Timeline

Phase	Action	Responsibility
Phase 1	Identification of staffing change and need for appropriate response and reorganisation	School Management
Phase 2	Collection of "Friendship Lists" from students	Class Teachers / Students
Phase 3	Drafting of new class lists based on core criteria	Teaching Staff & School Management
Phase 4	Review and finalise lists	Principal
Phase 5	Communication to parents and transition "meet your class and new teacher" sessions.	Principal

Communication With Parents / Carers

The school is committed to transparency. Once the reorganisation is confirmed:

- Parents will receive formal notification of their child's new class placement.
- The school will provide an opportunity for "Transition Mornings" where students can spend time in their new groupings.

**** Please Note:** To maintain the integrity of the balanced criteria, we cannot accept parental requests for specific teachers or specific groupings outside of the student's own friendship list.

Alignment With THRIVE

The process of reallocating classes is designed to uphold the core values of Claremorris National School:

- **Teamwork:** Reorganising classes allows students to build new support networks, working and playing together while helping each other do their best.
- **Happiness:** By guaranteeing each child is with at least one friend, we ensure the school remains a happy place where students enjoy learning.
- **Respect:** We respect that every student's thoughts and feelings matter. The "Five-Friend Process" gives students a voice in their future classroom environment.
- **Inclusivity:** Our balanced criteria for gender, ability, and learning needs ensure that everyone is welcome and no one feels left out during the transition.
- **Values & Effort:** We encourage students to try their hardest when adjusting to a new group, even if the change feels tricky at first. This transition is an opportunity for students to make good choices and grow within our community.

Ratification

This policy was ratified by the Board of Management of Claremorris National School on the 12th May 2026 following consultation with staff.

Signed: _____

Date: 12-05-2026

**Peter Mc Callig, Chairperson,
Board Of Management.**

Signed: _____

Date: 12-05-2026

**Grace Burke, Secretary/Principal
Board Of Management.**

Appendix 1

My name:	
My class:	
My teacher's name:	
5 friends I'm close to:	1. 2. 3. 4. 5.