

# Broadstone Hall Primary School

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## Class organisation process

Stage 1	Teachers identify friendship groups to ensure children are with other children who they are familiar with
Stage 2	Teachers split their class into the required groups
Stage 3	Phase Leaders work with teachers to ensure the classes are balanced with Boys/Girls/PP/SEND and no child is isolated
Stage 4	Phase Leaders present new class lists to SLT and classes are discussed and checked
Stage 5	Class lists are finalised by SLT
Stage 6	Information is shared with new teachers
Stage 7	Transition day/Information shared with parents