

The Student Sorting Kit

Balancing Classes Throughout the Curriculum

A Real Example

On all slides, click the mouse to go on

Press Esc to end

Real High School Characteristics

- Real High School is an eight-form-entry, 11-18 mixed, multi-cultural, non-selective comprehensive school
- It has three main feeder schools
- In Year 7, only Maths classes are set by ability
- A large portion of the curriculum is delivered in tutor groups so it is vital that these groupings are balanced and “happy”

Real High School Curriculum

Real High School has the following Year 7 curriculum plan:

Curriculum diagram for Year 7

[a]	Rg ₀	Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
[b]	Rg ₀	Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
	Rg ₀	Ma ₆	En ₁		En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁						
[c]	Rg ₀	Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
[d]	Rg ₀	Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
	Rg ₀								Ar ₂	Cr ₂	Ft ₃	It ₁						
[e]	Rg ₀	Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
[f]	Rg ₀	Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
	Rg ₀	Ma ₆	En ₁		En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁						
[g]		Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
[h]		Ma ₆	En ₁	Ga ₄	En ₅	Sc ₆	Fr ₂	Gr ₂	Ar ₂	Cr ₂	Ft ₃	It ₁	Hi ₄	Ge ₄	Re ₂	Mu ₃	Dr ₂	Se ₁
									Ar ₂	Cr ₂	Ft ₃	It ₁						

Curriculum Requirements

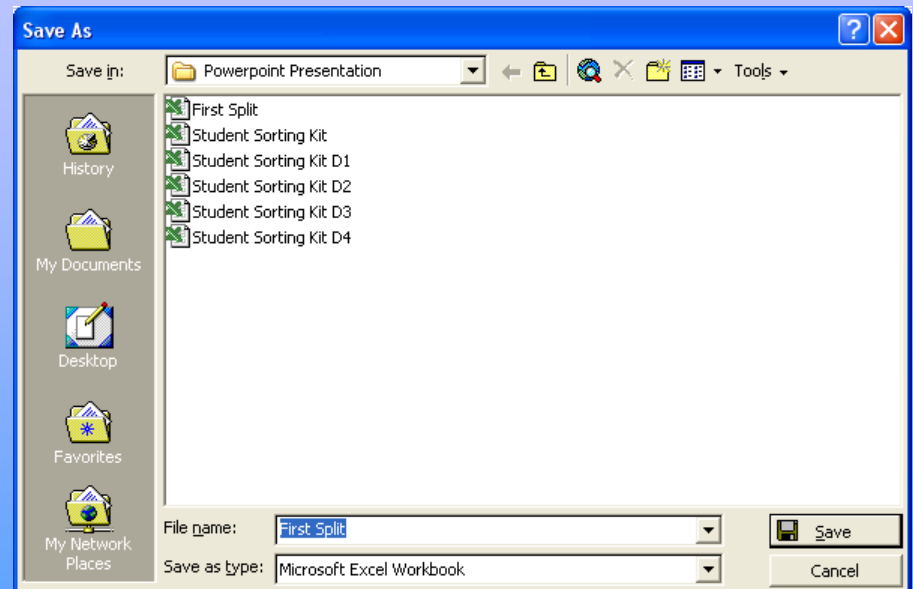
- The Year is split into two halves, 4 tutor groups in each. History, Geography, R.E. etc (Hi, Ge, Re etc) are taught in these tutor groups
- Each half year is then split into 5 mixed ability English, Science and Languages (En, Sc, Fr and Gr) groups with equal distributions from the four associated tutor groups
- Each quarter year is split into 3 mixed ability Art, Craft, Food Tech, IT (Ar, Cr, Ft, It) groups with equal distributions for the two associated tutor groups

Plan of Action

- First split the year group into two, balancing all factors between two halves, keeping friends together and enemies apart. If we keep enemies apart at this stage the split curriculum will ensure enemies never meet in the classroom
- With each half-year, add the balancing factor “Tutor Group”. Then split the half-year into 5 English classes balancing ability and Tutor group. Keep any remaining enemies away but don’t take friendships into account any more
- With each quarter-year, split into 3 Art/Craft classes, balancing ability and Tutor Group. Keep friends together in small groups. Keep enemies apart.

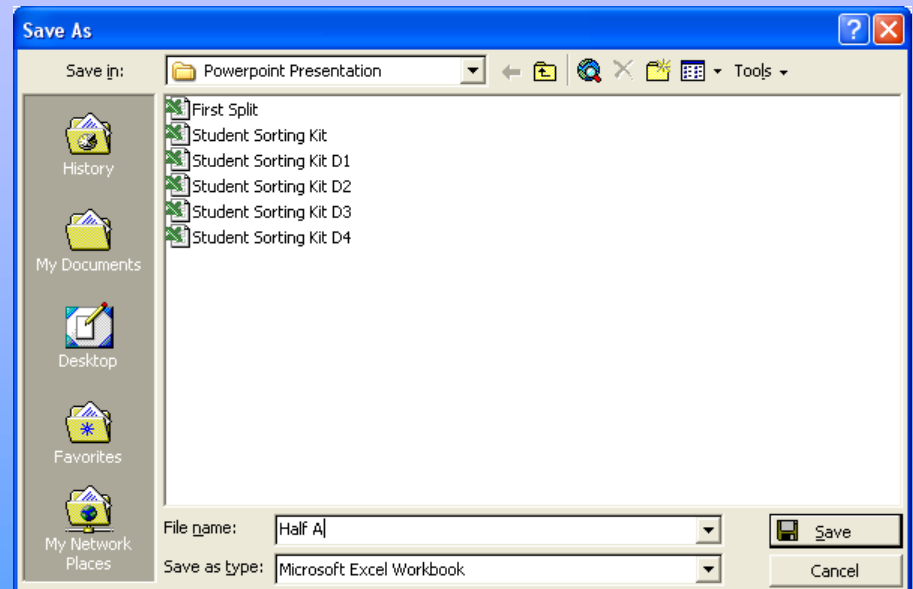
3. Save it

- Save this first sort under the name “First Split”. You may need it again



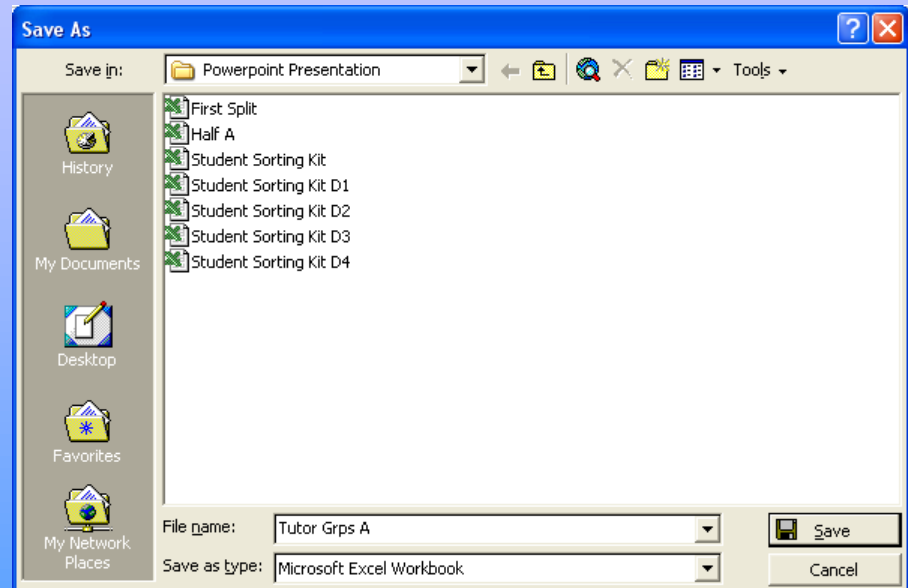
4. Make Two Copies

- Save it under the name “Half A”
- Save it under the name “Half B”
- In Half A, delete the Half B students
- In Half B, delete the Half A students
- You now have two Student Sorting Kits ready to sort the half-years into classes



7. Save It

- Save this arrangement under the name “Tutor Grps A”. We will be using this to make the remaining classes in the A Half



8. Add “Tutor Group” as a Factor

- Select the *Factors* sheet and add the factor “Tutor Group”
- Once finished, rebuild the Kit using the button on the *Utilities* sheet

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Tutor Grps A". The spreadsheet has two columns of factors, Factor 5 and Factor 6, and a third column for weights. The data is as follows:

	Factor 5		Factor 6	
4	Factor 5		Factor 6	
5	Status	On	Status	Off
6	Name	Tutor Group	Name	
7	Entry Type	Integer	Entry Type	Integer
8	Balance Others?	No	Balance Others?	No
9	Weight (0-10)	Integer	Weight (0-10)	Inte
10	1	Category 1	1	Category 1
11	1	Category 2	2	Category 2
12	1	Category 3	3	Category 3
13		Category 4	4	Category 4
14		Category 5		Category 5
15		Category 6		Category 6
16		Category 7		Category 7
17		Category 8		Category 8
18		Category 9		Category 9
19		Category 10		Category 10
20		Category 11		Category 11
21		Category 12		Category 12
22		Category 13		Category 13
23		Category 14		Category 14
24		Category 15		Category 15

9. Adjust the *List* sheet

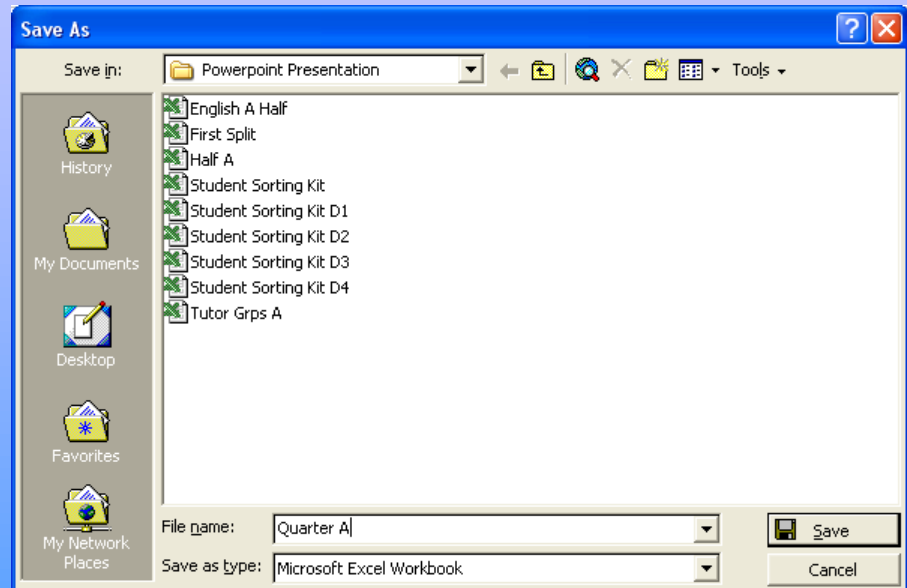
- Adjust the student information (using copy and paste) so that the Class number is in the new Tutor Group column and the rest of the information is under the correct headings

The screenshot shows a Microsoft Excel spreadsheet titled 'Microsoft Excel - Tutor Grps A'. The spreadsheet contains a table of student information. The columns are: Surname, Forename, Gender, Ability, Behaviour, Factor Ethnic, Factor Tutor Group, Feeder School, Friendships, and Keep-Always. The rows list individual students with their respective details.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Surname	Forename	Factor Gender	Factor Ability	Factor Behaviour	Factor Ethnic	Factor Tutor Group	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep-Always Ant	Ant	Ant
3	Bleaschin	Tejpal	M	A	2	White	1	Nearham Green Primary					Z Khan	A Malik	
4	Cooper	Harry	M	B		White	1	Tottenham Lower	H Cooper1						
5	Cooper1	Helen	F	B		White	1	Tottenham Lower	E Van Lima						
6	Curzon	Charlotte	F	B		Black	1	Alkham Road Junior	Z Simpson	D Martin	R Ford				
7	Diggal	Hantha	M	U		Black	1	Alkham Road Junior	A Din						
8	Din	Asid	M	C		White	1	Alkham Road Junior							
9	Drenchard	Cherie	F	B		Asian	1	Greenhill Junior					C Dimar	N Trubble	
10	Duztic	Ozlem	F	B		Asian	1	Hinchel Junior	S Rolle						
11	Graham	Sophie	F	B		White	1	Greenhill Junior							
12	Hunt	Jarryd	M	C	1	White	1	Manor Primary							
13	Joannou	Lucy	F	A		Asian	1	Greenhill Junior	S Graham						
14	Karunakaran	Predish	M	A		Asian	1	Gandalf's Primary	A Nalliah						
15	Litchelists	Pardeep	F	A		White	1	Drew Primary							
16	Lostak	Charlotte	F	A		Other	1	Hinchel Junior							
17	Louka	Constantine	M	A		White	1	Hinchel Junior							
18	Magudia	Kalpeesh	M	B		White	1	Bluejackets Independent							
19	Malik	Zahra	F	U		Black	1	Alkham Road Junior							
20	Matharu	Rikkesh	F	B		Black	1	Essex Primary							
21	McTavish	Geoffrey	M	C		Asian	1	Greenhill Junior							
22	Mila	Andreas	M	C		White	1	Alkham Road Junior					A Kiel		
23	Mistry	Rikkesh	M	A		Asian	1	St Saviours R C Primary							
24	Nalliah	Abeeshna	F	B		White	1	Gandalf's Primary	P Karunakaran						
25	Patel	Neel	M	C		Asian	1	Elmist Junior							
26	Ramadass	Rathiga	F	B		Asian	1	Greenhill Junior							
27	Rank	Sam	M	B		White	1	Greenhill Junior							
28	Rolle	Shakeela	F	A		Other	1	Hinchel Junior							
29	Sappal	Mandip	M	B		White	1	Greenhill Junior							
30	Simpson	Zahera	F	C		Other	1	Alkham Road Junior	C Curzon				R Simpson		
31	Sivalohanathai	Zahid	M	U		Asian	1	Alkham Road Junior							
32	Thomas	Noel	M	B		Asian	1	Alkham Road Junior					K Kan		
33	Walker	Leigh-Ann	F	C		Other	1	Hinchel Junior							

10. Save It

- Save this file twice under the names "Quarter A" and "Quarter B"
- In Quarter A remove the students from the second quarter
- In Quarter B remove the students from the first quarter
- These two files will be used to make the Art classes later



11. Make the English Classes

- Open the file “Tutor Grps A” containing your top-half students
- Now assign the students to 5 classes choosing to ignore friendships but take into account keep-aways

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Surname	Forename	Factor Gender	Factor Ability	Factor Behaviour	Factor Ethnic	Factor Tutor Group	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep-Aways Ant	Ant	Ant
3	Bleaschin	Tejpal	M	A	2	White	1	Nearham Green Primary					Z Khan	A Malik	
4	Cooper	Harry	M	B		White	1	Tottenham Lower	H Cooper1						
5	Cooper1	Helen	F	B		White	1	Tottenham Lower	E Van Lima						
6	Curzon	Charlotte	F	B		Black	1	Alkham Road Junior	Z Simpson	D Martin	R Ford				
7	Digpal	Hantha	M	U		Black	1	Alkham Road Junior	A Din						
8	Din	Asid	M	C		White	1	Alkham Road Junior							
9	Drenchard	Cherie	F	B		Asian	1	Greenhill Junior					C Dimar	N Trubble	
10	Duztic	Ozlem	F	B		Asian	1	Hinchel Junior	S Rolle						
11	Graham	Sophie	F	B		White	1	Greenhill Junior							
12	Hunt	Jarryd	M	C	1	White	1	Manor Primary							
13	Joannou	Lucy	F	A		Asian	1	Greenhill Junior	S Graham						
14	Karunakaran	Predish	M	A		Asian	1	Gandalf's Primary	A Nalliah						
15	Litchelisi	Pardeep	F	A		White	1	Drew Primary							
16	Lostak	Charlotte	F	A		Other	1	Hinchel Junior							
17	Louka	Constantine	M	A		White	1	Hinchel Junior							
18	Magudia	Kalpeesh	M	B		White	1	Bluejackets Independent							
19	Malik	Zahra	F	U		Black	1	Alkham Road Junior							
20	Matharu	Rikkesh	F	B		Black	1	Essex Primary							
21	McTavish	Geoffrey	M	C		Asian	1	Greenhill Junior							
22	Mila	Andreas	M	C		White	1	Alkham Road Junior					A Kiel		
23	Mistry	Rikkesh	M	A		Asian	1	St Saviours R C Primary							
24	Nalliah	Abeeshna	F	B		White	1	Gandalf's Primary	P Karunakaran						
25	Patel	Neel	M	C		Asian	1	Elmist Junior							
26	Ramadass	Rathiga	F	B		Asian	1	Greenhill Junior							
27	Rank	Sam	M	B		White	1	Greenhill Junior							
28	Rolle	Shakeela	F	A		Other	1	Hinchel Junior							
29	Sappal	Mandip	M	B		White	1	Greenhill Junior							
30	Simpson	Zahera	F	C		Other	1	Alkham Road Junior	C Curzon				R Simpson		
31	Sivalohanathai	Zahid	M	U		Asian	1	Alkham Road Junior							
32	Thomas	Noel	M	B		Asian	1	Alkham Road Junior					K Kan		
33	Walker	Leigh-Ann	F	C		Other	1	Hinchel Junior							

12. Balanced English Classes

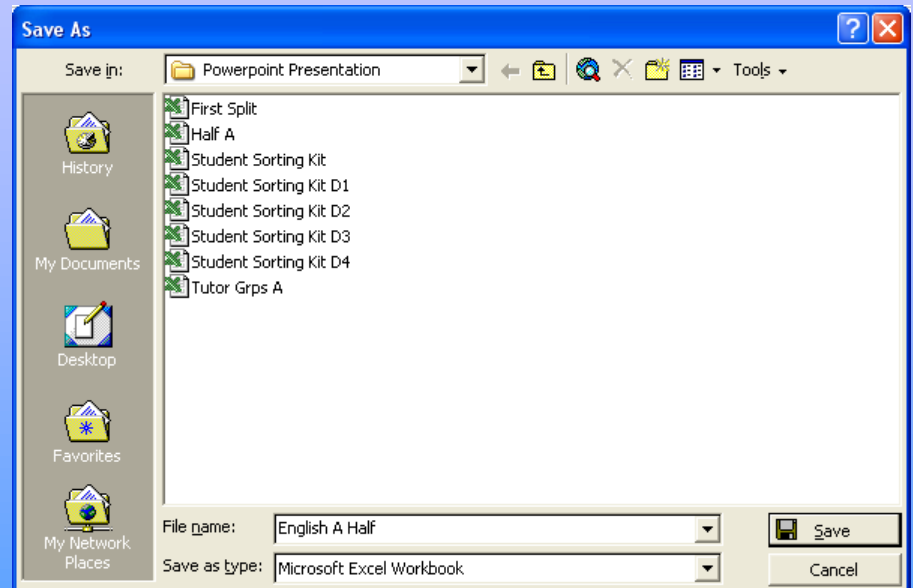
- Look carefully at the last factor
- The English classes have an equal distribution of tutor groups too!

Microsoft Excel - Tutor Grps A

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1 Students	1	2	3	4	5	6	7	8	9	10	11	12	NC							
Students	26	26	26	26	25	0	0	0	0	0	0	0	0							
4 Gender	1	2	3	4	5	6	7	8	9	10	11	12	NC							
M	14	14	14	14	13	0	0	0	0	0	0	0	0							
F	12	11	12	12	12	0	0	0	0	0	0	0	0							
Other	0	0	0	0	0	0	0	0	0	0	0	0	0							
9 Ability	1	2	3	4	5	6	7	8	9	10	11	12	NC							
A	8	7	7	7	7	0	0	0	0	0	0	0	0							
B	11	12	11	10	11	0	0	0	0	0	0	0	0							
C	6	6	5	6	6	0	0	0	0	0	0	0	0							
Other	1	0	3	3	1	0	0	0	0	0	0	0	0							
15 Behaviour	1	2	3	4	5	6	7	8	9	10	11	12	NC							
1	1	1	1	1	1	0	0	0	0	0	0	0	0							
2	0	0	1	1	0	0	0	0	0	0	0	0	0							
Other	25	24	24	24	24	0	0	0	0	0	0	0	0							
20 Ethnic	1	2	3	4	5	6	7	8	9	10	11	12	NC							
Black	3	3	4	4	4	0	0	0	0	0	0	0	0							
White	10	11	11	10	10	0	0	0	0	0	0	0	0							
Asian	8	8	8	9	8	0	0	0	0	0	0	0	0							
Other	5	3	3	3	3	0	0	0	0	0	0	0	0							
26 Tutor Group	1	2	3	4	5	6	7	8	9	10	11	12	NC							
1	6	6	7	6	7	0	0	0	0	0	0	0	0							
2	6	7	7	6	6	0	0	0	0	0	0	0	0							
3	7	6	6	7	6	0	0	0	0	0	0	0	0							
4	7	6	6	7	6	0	0	0	0	0	0	0	0							
Other	0	0	0	0	0	0	0	0	0	0	0	0	0							

13. Save It

- Save your English classes using the name “English A Half”



14. Make the Art Classes

- Open the file “Quarter A”
- This contains the first two tutor groups only
- Sort them into 3 classes

The screenshot shows a Microsoft Excel spreadsheet titled "Quarter A". The spreadsheet contains a table with the following columns: Surname, Forename, Gender, Ability, Behaviour, Ethnic, Tutor Group, Feeder School, Friendships, and Keep-Aways. The data is sorted by Tutor Group, with rows 3-33 representing Tutor Group 1 and rows 4-33 representing Tutor Group 2. The Friendships column contains names of friends, and the Keep-Aways column contains names of other students.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Surname	Forename	Factor Gender	Factor Ability	Factor Behaviour	Factor Ethnic	Factor Tutor Group	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep-Aways Anti	Anti	Anti
3	Bleschin	Tejpal	M	A	2	White	1	Nearham Green Primary					Z Khan	A Malik	
4	Drenchard	Cherie	F	B		Asian	1	Greenhill Junior					C Dimar	N Trubble	
5	Graham	Sophie	F	B		White	1	Greenhill Junior							
6	Karunakaran	Predish	M	A		Asian	1	Gandalf's Primary	A Nalliah						
7	Louka	Constantine	M	A		White	1	Hinchel Junior							
8	Malik	Zahra	F	U		Black	1	Alkham Road Junior							
9	McTavish	Geoffrey	M	C		Asian	1	Greenhill Junior							
10	Mila	Andreas	M	C		White	1	Alkham Road Junior					A Kiel		
11	Ramadass	Rathiga	F	B		Asian	1	Greenhill Junior							
12	Sappal	Mandip	M	B		White	1	Greenhill Junior							
13	Simpson	Zahera	F	C		Other	1	Alkham Road Junior	C Curzon				R Simpson		
14	Cooper	Harry	M	B		White	1	Tottenham Lower	H Cooper1						
15	Curzon	Charlotte	F	B		Black	1	Alkham Road Junior	Z Simpson	D Martin	R Ford				
16	Din	Asid	M	C		White	1	Alkham Road Junior							
17	Joannou	Lucy	F	A		Asian	1	Greenhill Junior	S Graham						
18	Litchelisi	Pardeep	F	A		White	1	Drew Primary							
19	Magudia	Kalpesh	M	B		White	1	Bluejackets Independent							
20	Nalliah	Abeeshna	F	B		White	1	Gandalf's Primary	P Karunakaran						
21	Patel	Neel	M	C		Asian	1	Elmist Junior							
22	Sivalohanathai	Zahid	M	U		Asian	1	Alkham Road Junior							
23	Thomas	Noel	M	B		Asian	1	Alkham Road Junior					K Kan		
24	Walker	Leigh-Ann	F	C		Other	1	Hinchel Junior							
25	Cooper1	Helen	F	B		White	1	Tottenham Lower	E Van Lima						
26	Digpal	Hantha	M	U		Black	1	Alkham Road Junior	A Din						
27	Duztic	Ozlem	F	B		Asian	1	Hinchel Junior	S Rolle						
28	Hunt	Jaryd	M	C	1	White	1	Manor Primary							
29	Lostak	Charlotte	F	A		Other	1	Hinchel Junior							
30	Matharu	Rikkesh	F	B		Black	1	Essex Primary							
31	Mistry	Rikkesh	M	A		Asian	1	St Saviours R C Primary							
32	Rank	Sam	M	B		White	1	Greenhill Junior							
33	Rolle	Shakeela	F	A		Other	1	Hinchel Junior							

Complete the Remaining Classes

- You now need to follow exactly the same procedures to make the remaining, always saving under new names as you go.
- Use the file “Half B” to make the tutor groups in the second half
- Use the file “Tutor Grps B” to make the English classes in the second half
- Use the file “Quarter B” to make the second quarter Art classes
- Use the file “Quarter C” to make the third quarter Art classes
- And so on

Flow Chart of Procedures

