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**Ministère de l'Éducation**  
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**2009: SB16**

**MEMORANDUM TO:** Directors of Education

**FROM:** Andrew Davis  
Director  
Transfer Payments and Financial Reporting

**DATE:** May 1, 2009

**SUBJECT:** 2009-10 Primary Class Size Plans

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Ontario's school boards have done excellent work in achieving the Primary Class Size (PCS) targets for 2008-09. I am writing to highlight the 2008-09 results and to provide information to assist with preliminary planning for PCS implementation in the 2009-10 school year.

Province-wide, the Ministry is pleased to report that, in 2008-09, 90.3 per cent of all primary classes had 20 or fewer students and 100 per cent of primary classes had 23 or fewer students. Large primary classes (25 or more students) have disappeared. In 2003-04, 25 per cent of primary classes had 25 or more students. At the same time, average class size in grades 4 to 8 has gone down – from 25.7 in 2003-04 to 24.9 in 2008-09.

Continued success of this initiative is important. The Ministry is committed to working in partnership with the small number of boards that did not meet the province wide standard to ensure the continued success of this initiative.

I am pleased to advise you that the website at <https://pcs.edu.gov.on.ca> is now available to report your projected enrolment and class organization for the 2009-10 PCS plans. You are encouraged to complete the plans as soon as possible, but no later than June 30<sup>th</sup>. Some boards will be contacted to discuss their PCS progress and to offer assistance to ensure that PCS results achieved provincially continue. In addition, the Ministry is working with OASBO members to facilitate a session on PCS planning, implementation and best practices at the annual conference in May.

In 2009-10, school boards should organize elementary classes so that on a board-wide basis:

- At least 90 per cent of primary classes have 20 or fewer students;
- 100 per cent of primary classes have 23 or fewer students;
- 100 per cent of combined grade 3/4 classes have 23 or fewer students; and

Boards may be subject to cash flow penalties if any of the PCS targets are not met. If a school board is already compliant with the PCS standards, it may use this additional funding to address other needs in the elementary panel, such as reducing the number of combined-grade classes or class size in grades 4 to 8; however, the funding must be used in the elementary panel.

In past years, the average class size in grades 4-8 was compliant if it did not increase beyond 2003-04 levels or 25, whichever was higher. We remind Boards that the Ministry expectation is that Grade 4 to 8 class sizes reflect the funding provided through the GSN. Therefore, for 2009-10, the average junior-intermediate class size will be flagged if it exceeds 24.9 students. While there is no grant withholding associated with Grade 4-8 class sizes that exceed 24.9, the Ministry will continue to work with Boards to support a transition to Grade 4 to 8 class sizes that reflect funding available to Boards.

We acknowledge that local collective agreements recently concluded by all boards reflect the terms agreed under applicable Provincial Framework Agreements. The Ministry expects that, at a minimum, all Boards will comply with the commitments for grade 4 to 8 class sizes delineated in their collective agreements.

As in previous years, the web application will again be used to collect data on the final PCS results as of the reorganization date chosen by each board. A best practice in the Sector to minimize disruption has been to choose a reorganization date in the second week in September, however, the reorganization date should be no earlier than September 1, and no later than September 30. You are encouraged to complete the final submission of PCS results by October 9, but no later than October 30. Further information on the final submission will be available at a later date.

The log-in and password to access the PCS website is unchanged from the previous year. Further instructions on the use of the web application are accessible from the Home page. For more information, or if you have any questions, please contact your board's Finance Officer or Tim Gallivan by telephone at (416) 314-0642, or by email, at [timbo.gallivan@ontario.ca](mailto:timbo.gallivan@ontario.ca).



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cc: Superintendent of Business