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**2011: SB16**

**MEMORANDUM TO:** Superintendents of Business and Finance

**FROM:** Andrew Davis  
Director  
Financial Analysis and Accountability Branch

**DATE:** May 16, 2011

**SUBJECT:** Primary Class Size Reporting for 2011-12

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I am writing to you today to highlight the primary class size (PCS) results for last year and outline the reporting requirements for 2011-12. With the introduction of the Full Day Kindergarten (FDK) program in 2010-11, early primary class size forecasting and planning remains essential, and as a result the PCS site and reporting requirements will continue to be similar to last year.

The Ministry is pleased to report that in 2010-11, 90.2 per cent of all primary classes in the province had 20 or fewer students and 100 per cent of primary classes had 23 or fewer students. Average class size in grades 4 to 8 have continued to decline – from 25.6 in 2003-04 to 24.5 in 2010-11. This is excellent news that supports the government's priorities of increased student success.

In 2011-12, school boards should continue to organize elementary classes (excluding the classes at Year 1 and 2 schools offering full-day kindergarten at approved sites) in order 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; and
- 100 per cent of combined grade 3/4 classes have 23 or fewer students.

All kindergarten enrolment at approved Year 1 and 2 FDK schools will be excluded from the calculation of primary class sizes and the board-wide elementary class size average. However, there is one exception related to combined kindergarten and grade 1 classes at Year 1 and 2 FDK schools, which will be treated as follows:

- the kindergarten pupils will be part of the PCS targets (e.g. the class will be considered as a PCS class)
- these kindergarten pupils will also count against your FDK approved spaces

Junior kindergarten and kindergarten classes at non-Year 1 and 2 schools will continue to be subject to the primary class size standards and will be included in the calculation and reporting of primary class sizes. The site remains largely unchanged from last year, with minor alterations to simplify reporting.

I am pleased to advise you that the website at <https://pcs.edu.gov.on.ca> is now available to report the projected enrolment and class organization for all elementary grades for the 2011-12 school year. The log-in and password to access the PCS website is unchanged from the previous year and instructions on the use of the web application are accessible from the Home page. 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.

For 2011-12, the average junior-intermediate class size will be flagged if it exceeds 24.7 students, which is the class size funded in the GSN. There is no grant withholding associated with Grade 4-8 class sizes that exceed 24.7 due to variations in collective agreements. The Ministry's expectation is that, at a minimum, boards will comply with the commitments for grade 4 to 8 class sizes flowing from the PDT Agreement and delineated in their collective agreements.

As in previous years, the web application will be used again in the fall to collect data on the actual enrolment 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, 2011.

You are encouraged to complete the submission of your PCS preliminary plans as soon as possible but no later than June 30th, 2011. Late submissions and/or non-compliant reports may be subject to cash flow withholding penalties. For further 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).



Andrew Davis

cc: Directors of Education