

Ministry of Education
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2020: SB21

MEMORANDUM TO: Senior Business Officials

FROM: Eric Ward
Director
Education Statistics and Analysis Branch

Paul Duffy
Director
Education Funding Branch

DATE: October 26, 2020

SUBJECT: Elementary Class Size Reporting for 2020-21

We are writing to share information about the reporting process for 2020-21 elementary class size data.

Context

This school year brings new challenges due to the COVID-19 pandemic as school boards are getting data in real time on parental choice of in-class or virtual school attendance. We acknowledge the great efforts being made by school boards by structuring their classes to encourage physical distancing.

Earlier this summer, we asked school boards that when approaching class size this year to avoid large classes over 30 and plan for classes as close to the average, wherever possible. With COVID-19 resources of \$1.3 billion, including \$100 million for additional teachers, it is expected that large classes can be avoided, and that average class sizes will be lower than the funded and regulated averages.

Remote Learning

If a school board has students undertaking full-time remote learning through a temporary remote learning school, those students should not be included as part of the elementary class size calculations and reporting for the main school. Instead, to

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maintain appropriate class sizes and reporting, these students should be reported as part of elementary class size calculations at the temporary remote learning school. As a reminder, the remote learning delivery model is bound by same class size requirements as physical in-class learning.

Reporting Requirements and Processes

As outlined under Ontario Regulation 132/12 - *Class Size*, school boards are required to submit detailed reports of their elementary class size data to the ministry each school year. The Director of Education is required to review and attest to the elementary class size data submission.

For the purposes of reporting elementary class size, each school board must submit the completed *2020-21 Elementary Class Size Reporting Form* as noted below. This form, along with detailed instructions for completing the form, will also be emailed to previously identified school board class size contacts. If there are updates to the board contacts for class size, please email their names and email addresses to csreporting@ontario.ca.

CLASS SIZE REPORTING PROCESS

1. Populate and complete the following two worksheets of the *2020-21 Elementary Class Size Reporting Form*:

- *Board Summary & Attestation* Sheet – includes school board information, count date and attestation on the class size data submitted.
- *Class Size Data* Sheet – detailed class size information for all schools.

NOTE: The *2019-20 Elementary Class Size Reporting Forms* are no longer valid and will not be processed.

2. Completed forms must be emailed to the ministry at csreporting@ontario.ca to finalize the class size reporting submission. The Director of Education must be copied on the final class size reporting submission emailed to the ministry.

While the regulation sets out an October 31 submission date, in light of the delay in releasing this memorandum and accompanying reporting templates, school boards are asked to make best efforts in submitting this information to the ministry as soon as possible. Should you expect significant delays in reporting this information, please advise the ministry.

The ministry is available to support school boards in the reporting process and has established a mailbox dedicated to issues related to class size. Please direct all questions or correspondence related to class size to csreporting@ontario.ca. As in previous years, the ministry will review the final class size submissions for compliance with the regulation guided by the Compliance Framework (see Appendix A).

We would like to once again acknowledge the incredible efforts of school boards in ensuring that parents continue to have the option to opt their children in or out of in-person delivery, which respects the fundamental role of parents in making the final determination whether they feel safe with their children attending school.

Original signed by

Eric Ward
Director, Education Statistics and Analysis Branch

Original signed by

Paul Duffy
Director, Education Funding Branch

c: Directors of Education

APPENDIX A:

Elementary Class Size Compliance Framework

In year one of non-compliance, school board chairs and directors will be notified by the ministry and required to submit a compliance management plan detailing how the school board will become compliant with the class size regulation.

In year two of non-compliance and beyond, school board chairs and directors will be notified by the ministry and subject to the following requirements:

- A one per cent reduction after two years in the Grants for Student Needs (GSN) envelope for school board administration and governance, as defined in the GSN funding regulation. This is effectively a requirement to re-direct these funds to the classroom to assist with compliance with the class size regulation.
- A three per cent reduction after three years, similar to the year two reduction.
- A five per cent reduction after four years similar to the other reductions.

The ministry will also conduct an analysis of the school board's use of other revenues for administrative purposes to determine if further restrictions are necessary.

When a school board, which has been non-compliant the previous year(s) and demonstrates compliance with the class size regulation through reporting in the following year, it will have the above restrictions lifted, subject to the approval of the Minister.

Restrictions will be imposed in-year (for example, a few months after the school boards submit in the Fall).