

Ministry of Education
Education Statistics & Analysis Branch
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2021: SB21

MEMORANDUM TO: Senior Business Officials

FROM: Eric Ward
Director
Education Statistics and Analysis Branch

Paul Duffy
Director
Education Funding Branch

DATE: September 23, 2021

SUBJECT: Elementary Class Size Reporting for 2021-22

We are writing to share information about the reporting process for 2021-22 elementary class size data.

Context

In May 2021, the government provided information on funding for the 2021-22 school year. The announcement included details of the 2021-22 Grants for Student Needs (GSN) and a renewed time-limited commitment to support the costs related to the COVID-19 pandemic.

While there were no changes to elementary class size requirements for 2021-22, school boards continue to be required to offer remote learning options consistent with [PPM 164](#). As noted in [2021: B04 2021–22 School Year](#), fully remote classes and classes offered through hybrid model options (where school boards offer simultaneous classroom instruction for both in-person and remote students) should apply to in-person class size requirements. Students attending via fully remote and hybrid models should be included as part of the elementary class size calculations and reporting for the main school.

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

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year. The deadline for submitting reports, as prescribed by the regulation, is October 31, 2021. 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 *2021-22 Elementary Class Size Reporting Form* as noted below. This form, along with detailed instructions for completing the form, will be emailed to previously identified school board class size contacts. If there are updates to the school 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 *2021-22 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: A new data element for the 2021-22 school year is students undertaking full-time remote learning through the hybrid option. Students undertaking the hybrid option should be included in Reporting Form. There is also a new column in the Reporting Form to identify each class as either in-person, remote or hybrid.

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.

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 acknowledge the efforts of school boards in ensuring that parents/guardians have the option to enroll their children for either in-person instruction or remote learning.

Sincerely,

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).