

April 2015

Dear Smith Families,

One trimester is remaining and it's just amazing that this school year is charging along at such a pace! I can imagine that your child and you have begun to imagine next year and to that end, below is some information on class placements and how you can help in the process, if you so desire.

Student Placement-When classes are structured, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- A balanced gender ratio
- A full range of aptitudes within each class
- An even proportion of abilities and learning styles across the classes in each grade
- An equal number of pupils in each class on a grade level
- An even proportion of children with varied English language proficiency
- Relevant school concerns that require certain students to be in a given class

Once these factors have been considered, teachers begin to "build a class" of children who show promise of working well together. At this point, teachers are assigned to groups of students that have been formed. Quite naturally, these decisions are based upon observations made by the teachers during the course of the year. While we seek your input, we trust that you understand that the final decision about class placement will reside with the school.

Teacher Placement-Parents need to be aware of the fact that the school may choose, when the need arises, to change the grade level of teachers for any coming year which means that a teacher's placement during the current school year may not be taken for granted. For example; as the number of classes per grade level changes due to enrollment in that grade level (up or down) teachers will have to move to a different grade level. Teachers also make personal choices about their lives. People move away, make family decisions that may involve not returning, or, at times, pursue different career choices. To avoid disappointment, a school can never presume to make a promise about a particular teacher for any given year. At the same time, every effort will be made to accommodate the needs of children, while keeping in mind the above listed factors.

How You Can Help-You are welcome to share some insights about your child, **particularly information regarding their peers in other classes**. Information presented in writing will be helpful and accessible during placement meetings. Additionally, if any of your children have already had an experience with a teacher and you would prefer a new and unique experience, please convey that to me as well. **Please be sure to email me any information that you think will be helpful in class placements by April 30, 2015**. I cannot guarantee your requests but I will do my best.

Be Your Best!

Sugandh "Sue" Jain
PrinciPAL