



19 September 2018

This year we would once again like to give parents the opportunity to have some input into decisions regarding their child's class placement for 2019.

Our goal is to provide the best learning opportunities for each child. We want to maximize the opportunity for students to learn and for teachers to teach. There are many factors requiring consideration and the process is a complex one. We need to try and have classes that are balanced in terms of size and gender, but we also want to ensure that we cater appropriately for those with special abilities and needs. We are aware that a really important factor in the successful placement of a child in a particular class is the creation of an effective teacher - student - parent relationship.

We will spend a great deal of time and effort in the next couple of months deciding on the composition of the 2019 classes and the allocation of teachers to these classes. Please note that we have not yet finalised our staffing for 2019 - so there may be some changes to the present arrangements.

Parents are invited to complete the 2019 Class Placement form (one form per student please) and return it, in a sealed envelope, to the blue box in the student foyer at the School Office. Please address the envelope to the Senior Management Team.

Forms need to be returned no later than the last day of term Friday 28 September, if you want us to consider your requests.

Sometimes parents have specific requests for us to consider when placing their child. We are NOT asking you which teacher you want your child placed with in 2019 - but you can let us know anything which you think will help us to best place your child for a great year in 2019. While we give an assurance that we will consider all requests received by 28 September 2018, we are unable to provide a guarantee that your requests will be able to be met. In allocating students and teachers to classes we have to do a "best fit of all the pieces in the jigsaw" with the bigger picture in mind.

The time to have your input is now - it will be too late to make requests later in the year.

Regards

David Macmillan and Anne Cato

2019 Class Placement Form - Deadline for return is Friday 28 September

Please return this form, in a sealed envelope addressed to School Leadership Team, to the blue return box in the student foyer area of the School Office.

1. **Full name** of child: Date of Birth:.....

Current School Year Level Room..... Teacher.....

Previous Classroom Teacher(s): 2017.....

2016.....

2015.....

2014.....

Please clearly indicate which of the statements below best describes your situation

- My child will definitely be returning to St Mary's in 2019
- My child will not be returning to St Mary's in 2019
- I'm not sure at this stage what school my child will be at next year.

2. We try to place each child with at least one friend, or child they enjoy working with. Please provide us with the names of up to three options that you would like us to consider.

Full name of child	2018 Classroom (if known)	Reason (eg friend, work well together etc)

3. If there is a particular reason why you would like us to place your child in a different class from another child, (eg sibling, cousin, neighbour) please provide specific details below.

4. Please indicate any other information that you feel might assist us, or you would like us to consider, when placing your child in a class for 2019.

5. If you have a preschooler in your family that you are planning to enrol (to start at St Mary's in either 2019 or 2020) could you please indicate below. This will help us with our forward planning.

Name of child	Date of birth

Thank you for taking the time to complete and return this form.