



DEVON GARDENS ELEMENTARY SCHOOL

May 1, 2017

Re: School Organization and Parent Input for Student Placement

Dear Parents,

We are approaching year's end, and plans for next year are being developed. Several variables, like in any other year, are in play to, who will staff our building and how we build classes. Please consider the following information before approaching the school about concerns or questions regarding your child's placement:

Staffing is a contractual process based on seniority, current placement, and qualifications. Often this process carries on into the Fall. Although we have a general idea what positions we have and who is returning, we don't know for sure until September. For this reason we do not disclose current staff models as they are subject to change.

Student Placement is based on the best learning opportunity for the child and considers:

- Ability and need
- Workable instructional grouping
- Exposure to a variety of teaching styles
- Social capacities and opportunities that enhance progress
- Ministry/District required class size and composition levels
- Class Grade / Programming design (ie 1 K Montessori = only option to place)

Teachers, education assistants, counsellors, itinerant staff, the Vice Principal and Principal all collaborate together to place a student. Often this process continues long after our initial afternoon organization meeting to fine-tune classes. **Parents can have the option of their input considered as well.**

For this reason we are asking that if you wish **Parent Input on Student Placement, please submit a formal hard copy of the form below before 9 a.m. Thursday May 18, 2017 (If you feel additional info is needed, you may also attach a formal typed hard copy letter).** *Note that there will be split classes. Consider the learning variables above and use educational reasons for a placement request. **Please avoid requesting individual teachers or commenting about current or past teachers.** Teachers who are currently on staff may not be here next year, may not be assigned the same grade, or may not teach a class configuration that meets your child's learning needs. **Expect your request to be read by multiple staff members.** Please understand there are no guarantees your wishes can be fully accommodated when considering all the variables for the best learning situation, but we value your decision to provide input.

Sincerely,

Mr. Douangchanh, Mrs. George and Staff

PARENT INFORMATION FORM

STUDENT NAME: _____

PRESENT GRADE: _____ PRESENT TEACHER: _____

I would request that the following information be kept in mind when my child is placed in a classroom for next year.

I realize that split classes *may be unavoidable next year*. However, it is important to me that staff members keep in mind that my child has been in a split class in the following grades (Please Circle)

Gr. 1

Gr. 2

Gr. 3

Gr. 4

Gr. 5

Gr. 6

Additional information that is unknown to current classroom teacher/administration and would be useful to consider when placing my child:

In completing this form, I understand that I cannot make requests for a specific teacher, and that the information I have provided here will be shared with staff.

Signature _____ Date _____