

April 20th, 2018

Dear Parent/Guardian:

As we are starting to set up our classes for next year, please let us know if you are planning on registering your child at another school for September 2018 due to a move.

We will begin our student class placements very soon which will determine which class your child will be in next year. The decision as to class placement of the students is the **prerogative of the school**. Teachers will be meeting with the school administration to discuss the needs of each student. It takes hours of deliberation and discussion to assign children to their classes. We work hard and use considerable professional judgement to ensure balanced classes in terms of:

- Numbers
- Gender
- Abilities
- Strengths, needs and social dynamics

If, however, you have information you wish us to consider in that deliberation you must let the principal know in writing by **April 30th, 2018**. This is, **for consideration only**, and is only a part of the information we will use in order to come up with equitable placement. Please keep in mind we are also extremely limited by ministry class size restrictions.

We appreciate your trust in our professional judgement in balancing the considerations mentioned above. The final decision regarding class placements rests with the Principal. **Please note, we cannot entertain requests for specific teachers.** Circumstances change for various reasons and sometimes so do teacher assignments.

There is always a possibility that class assignments will change in September when we do a final enrolment count. All classes will remain as assigned until it is reasonable to make changes, if any are made. We can assure you that we will do our best to create classes that will maximize opportunities for each child to be successful. Please see the back of this letter for class organization for 2018-19. Once again, there is always the possibility that the school organization may change to ensure ministry requirements are met.

Yours truly,

Kent Yee
Principal

Please consider the following information about my child when placing him/her in next year's class:

Child's Name: _____ Current Grade: _____ Room # _____

Parent's Signature: _____ Date: _____

I am registering my child _____ at another school for
September 2018 because _____.