



Parent Input for Class Placement 2019 - 2020

Dear Parents,

We are now beginning our process of class placements for the 2019-2020 school year. Please read this letter carefully so you understand how this process works. Our goal every year is to create well-balanced learning communities. When we group children into classes, we consider their academic and social development, language backgrounds, peer relationships, gender and learning needs.

Class placement is a careful and thorough process that involves information from a variety of sources. The process will begin with classroom teachers carefully creating groups of peers from their homerooms, and then the whole grade will meet with the Learning Support Team, Counselor and Administration to combine these groups into classes. Following this, the Administration will assign teachers to each class. Class placements are finalized in August, after we add new students who apply during the June/July vacation period. Class placements will be emailed to parents at the beginning of the new academic year.

With that in mind, parents are welcome, **but not required**, to provide input into our placement process by writing an email as described below. If you would like to do so, please read and follow the directions carefully.

Directions for providing placement input

If you have information which you would like us to consider in the class placement process, you may write an email to the Principal. Please explain in this communication why you believe it is important for us to know this information. Please note that any information, which you would like us to consider, must be communicated directly to the Principal via EMAIL ONLY, as stated below:

Please do not request a specific teacher. If a request for a specific teacher is included in the email, the email will be disregarded.

Please do not make placement requests through your child's homeroom teacher.

Students are most often paired with other suitable learning peers. If you have specific requests for suitable learning peers, we ask that you give 3-4 names. We will try to match your child with at least one of these names. Parents may also choose to write the names of students who they believe are not suitable learning peers. Please know that our goal is balanced classrooms and that this year's classroom teacher will have the final decision over who are suitable and unsuitable learning partners.

This is an opportunity for you to explain your child's learning needs or the type of teaching style that you believe may benefit your child. This is also a time when you can give us specific information that will help us make placement decisions in regard to your child. Statements describing student needs, family situations, or other issues are most helpful. In addition, if you have information that is specific or unique to your child or particular circumstances influencing your child's learning that you would like us to consider, please include this or set up a time to meet with the relevant Administrator directly.

If you choose to email a letter, please put 'PLACEMENT LETTER' and 'YOUR CHILD'S NAME' in the subject area and send to: es-office@aisj-jhb.com.

Please do not send letters to school in your child's backpack and do not hand these directly to the class teacher as there is a chance it may get lost or misplaced.

Please make sure the following information is on top of your email: Child's Name, Child's Current Teacher, Child's Current Grade.

Please send the email to es-office@aisj-jhb.com by Thursday, April 18th. **DO NOT SEND IT IN YOUR CHILD'S BACKPACK OR DIRECTLY TO YOUR CHILD'S TEACHER.**



Emails received after Thursday, April 18th will not be considered as information for placement due to the timeline of our placement process.

Sincerely,

Ben Hart
Elementary School Principal