

## APPENDIX A

### Sample Letter to Parents re: Classroom Placements

Dear Parents and Guardians,

We are beginning to look ahead to the next school year and student classroom placements. Our school team will meet to determine student placements.

During these meetings, the principal and teachers discuss each student's profile, ability, learning style, social/emotional behavior and any other pertinent information. Following Ministry of Education guidelines and our board policy, the school team ensures that student placements are selected in a manner which provides a "balanced" grouping. To achieve this balance, the school team considers the following factors:

- number of students in each grade,
- number of boys and girls in the class,
- social skills of the students,
- relationships with peers,
- level of student achievement in literacy and math,
- students' strengths and needs and
- students' interests.

Building balanced classes of students in combined grades is part of the process of equitable organization of *all* classes in the school. Much time, effort and conversation occurs in deciding classroom placements and we thank you for respecting the school team's decision. For more information on student placements, please refer to the Board Policy 5005 and/or the Ministry publication on Combined Grades.

Sincerely,

Principal