



First Notice

21st October 2009

School Organization and Selection of Classes for 2010

Dear Parents/Guardians,

I write to you in relation to grade placement for your child for next year. Parents are invited to write letters if special consideration is required in relation to your child's placement.

School Structure:

In 2010, we anticipate our total enrolment to be approximately 350 students. When deciding on the number, type of classes and programs we offer, a number of considerations need to be made.

1. The number of staff and programs that we are able to employ is dependent on the annual budget provided by the Department of Education and Early Childhood.
2. We aim to provide a range of specialist classes; PE, Art, Japanese, ICT, etc for the children.
3. The Department of Education requires that we offer a Language other than English (LOTE) and Reading Recovery as well as providing early year's literacy and numeracy coordinators and a coordinator for our program for students with disabilities.
4. Each staff member must be provided with a legal requirement of administration and planning time.

Class Structure:

When deciding on the make-up of the classes, we must consider the total numbers of students in each level. If, for example, we have 34 Grade One students, we find ourselves in a position where there are too many students for one class and yet not enough for 2 classes. We may therefore need to consider composite classes. Please note, that regardless of whether we have straight classes or composite classes there is an expectation that our staff will cater for the educational needs of all students by providing appropriate and challenging programs to improve their learning.

When making grades, there are a number of factors that staff must consider
e.g.: A spread of academic abilities top/average/below average.

A reasonable gender balance.

Siblings or cousins who need to be separated.

Placement of twins.

Children who are consolidating a year.

A spread of non-english speaking children.

Catering for children with learning disabilities.

Children that need to be separated because there have been some difficulties, historically.

Friendships

And other important criteria.

Classes for 2010.

Formation of school and class structures is a complex process. We plan to release the classes in the last week of Term 4. Children will visit their new classes in the last few days of the school year, hopefully meet their new teacher. A letter will be sent home at this time, advising parents of arrangements for their child in 2010.

From a student wellbeing perspective, all children will be invited, at school, to list 8 friends within their year level on the undertaking that they will be placed with one of the listed students.

As this process is one of student choice, lists of friends submitted by parents will not be considered.

If you have any special circumstances you would like taken into account in relation to the placement of your child in 2010, please put these in writing and addressed to myself (Ms Lewis) by the Monday the 16th November.

Please note that requests after this date will not be considered

In the case of parents submitting letters with aspects for consideration, we ask that a clear indication be given if the child's friendship selection should take priority over the parent request. If this indication is not given, parent requests may take priority and the placement of the child also with a listed friend, whilst aimed for, may not be possible. Whilst every attempt will be made to do so, we cannot guarantee meeting a parent request as well as placing a child with a listed friend.

While in special circumstances it is realistic for parents to ask for their child to be separated from 1 child because of previous problems, I cannot accommodate lists of 5 or 6 students. Especially as we may only have two of one class level. e.g. Year two

Placement of Staff:

After staff vacancies are filled, all teachers are invited to put forward their grade preferences which will be negotiated with me. All staff are selected according to merit and qualifications and under equal opportunity laws; we are not permitted to select staff on the basis of gender. ***Parents requesting a specific staff member is not a feasible proposition and will not be considered.*** Please note that children will not be placed with the same teacher for more than two years, therefore letters regarding this are unnecessary.

We carefully consider the placement of any child with specific welfare needs in consultation with Anne Patralakis (Student Welfare Officer), school support staff.

When I release your child's teacher and grade in the last few days of Term 4, **all decisions are final.** It is therefore most important that you advise us in writing now of any special circumstance you would like us to consider.

Please keep in mind that school organisation and placement of children is a complex and difficult process. We try to be fair and equitable to all as we attempt to consider and support the needs of 350 very different but important individuals.

Regards,

Jenni Lewis,
PRINCIPAL.