

2020 Class Placement Requests

Dear Parents and Caregivers,

I am writing to inform you of the process for class placement requests for the next school year.

Placing children into classes is a complicated process. Teachers and the administration team endeavour to create classes of children who will work well together. We consider each child's academic, social, emotional and behavioural needs. We are supportive of parents making requests. These often provide us with information we do not know.

Late requests however are difficult to manage and impact on other children. Our classes are usually at capacity so late requests result in the need to swap other children in and out of carefully planned classes. This year we have made the decision to stop accepting late requests.

If you have a request, please take the time to complete the form below *or* make an appointment with me to discuss your request in person. Please do not assume a conversation with your child's class teacher counts as a class placement request.

Please return the Class Placement Request form to the office.

Yours sincerely,

Isobel Comrie
Principal

Class Placement Request Form

Child's name: _____ Child's current year level: _____

Request:

Signed: _____ Date: _____

We will do our best to accommodate your request, but it is not guaranteed.