

Class Placement Information for 2018

In Term 4 teachers will be deciding on the organisation of classes and placement of students for the 2018 school year. As you can appreciate, placing close to 700 students into classes is a complex business. There are many factors that need to be considered, such as individual learning and emotional needs, social groupings, and class gender balance. Teachers need to balance individual student needs along with the collective makeup of a class (or classes). This is a complex process which takes a considerable amount of time and thought.

As part of the class placement process, there is an opportunity for parents to comment and/or provide information that is applicable to their child's class placement. However to ensure that the information provided is relevant, there are set criteria that govern the information that can be considered. The process, criteria and timeline are outlined below.

The Process

The following outlines the process.

- 1) Teachers think about each student in their class. Social and emotional well-being of students along with any behaviour and/or learning needs are carefully considered.
- 2) Teachers meet in learning teams and led by the Team Leader allocate students into possible classes for the upcoming year. Input from previous/past teachers is sought if needed.
- 3) Consideration is given to the information that parents may have provided about their child via the **2018 STUDENT PLACEMENT INFORMATION FORM**.
- 4) Draft class lists are compiled. These are peer reviewed by the senior management team and cross checked against information provided by our Special Education Needs Coordinator (SENCo).
- 5) The finalised lists are then prepared by the office for distribution to staff and notification to parents on a date that will be advertised via the school newsletter.

If you have any questions or queries about the class placement process, please see your child's current teacher in the first instance.

Timeline

Please note the closing date for submitting information regarding your child. Only information submitted on the **2018 STUDENT PLACEMENT INFORMATION FORM** will be considered. The form can be accessed via the link: www.raumatibeach.school.nz

Student placement information forms available online – Thursday 31 st August
Closing date for student placement information forms – Thursday 26th OCTOBER @ 9.00 am. (Information received after this date will not be considered)
Teaching teams finalise draft class lists – Thursday 16th NOVEMBER
Lists checked and prepared for publication – Thursday 23rd NOVEMBER
Publication of classes for 2018 – week of the 27th NOVEMBER (to be confirmed via the school newsletter)

The **2018 STUDENT PLACEMENT INFORMATION FORM** can be emailed directly to Julie Morris (DP Student Achievement) at jmorris@raumatibeach.school.nz or a hardcopy can be submitted at the office.

Criteria

The criteria outlined below should be used when providing information regarding class placements. Please note- we are not able to consider parental requests for their child to be placed with a specific teacher.

CRITERIA	EXPLANATION
LEARNING NEEDS	If your child has specific learning needs that require further support or extra emphasis please outline what these are and how you believe we may be able to support your child in 2018?
SOCIAL AND EMOTIONAL NEEDS	Are there any social or emotional needs that your child has which we should be aware of? How do these currently affect your child's learning? How can you see next year's placement supporting these needs?
PHYSICAL & CULTURAL NEEDS	Does your child have a physical disability or health need which you feel needs to be considered when placing them in their new class? Does your child have a recognised sporting / cultural ability or talent that we need to be aware of? How could you see next year's placement supporting / extending this?
EXTRA-ORDINARY CIRCUMSTANCES	Occasionally there are special reasons or circumstances why a child should or should not be placed in a class. For example – legal reasons. It is important that these are indicated to us so that we can take these into consideration.