***Leading together, we inspire hope and nurture learning.***

**CLASSROOM PLACEMENT PROCESS**

**2023-2024**

Dear Kindergarten Parents/Guardians,

At Bairdmore School the creation of balanced class groupings is fundamental in supporting the instructional program and diverse needs of all learners within the classroom setting. The class creation process which begins with kindergarten students is a process involving the gathering of information about student needs and the making of collaborative decisions about students’ placement in classes.

The purpose of the Class Placement Process is to maximize the learning for students by constructing balanced classes**. Collaborative staff teams (kindergarten, and support teachers - resource, counsellor, EAL, and administration), using professional judgment, strive to construct classes that are heterogeneous (mixed) and balanced in composition.**

The following criteria are used to establish balanced classes:

* Parent/Guardian supplied information about their children
* Male/female ratio
* Class size
* Date of birth
* Students with special learning needs
* Requests for morning or afternoon kindergarten attendance
* Our knowledge of social interactions as provided by parents/guardians and outside resources/agencies
* Placement of late registrations/new kindergarten students to Bairdmore School

**Decisions regarding class formation rest with the school. Parents/Guardians can assist the class formation process by:**

1. Providing information relating to their child’s specific learning needs, especially when additional adaptations/supports may be required.

2. Helping their children to understand the importance and complexity of class formation.

3. Supporting placements that have been made.

**Considering the criteria above, if you do have specific information regarding your child that would be helpful to staff as they create balanced classes for the 2023-2024 school year, please complete the form (on the back) and submit it to Bairdmore School by May 5, 2023.**

*Please Note: All parent/guardian letters will be shared with placement teams (kindergarten teachers, support teachers, and administration). Parents/Guardians are encouraged to trust in the decisions made by the school and be assured that information they have shared that contributes to the creation of balanced classes has been considered.*

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE: \_\_\_\_\_\_\_\_\_

Your child’s learning needs as you see them.

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Your child’s behavioural and social needs as you see them.

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Please indicate if your child currently receives support through: Access, speech and language, occupational therapy, physical therapist, SSCY, other.

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We look forward to having your child/children join Bairdmore School. If you have any questions or concerns, or you would like to share additional information about your child, please call the school, 204.261.3350.

Sincerely,

Mrs. Karen Brawdy Ms. C. Todd

Principal Vice-Principal