



# St. Joseph's Primary School

Dear Families,

## **Re: Planning for 2019; Classroom Structures, Transition and Class Placement.**

It is amazing how quick a year can go! From an administrative point of view we have commenced working on preparations for next year.

At St. Joseph's we are all committed to making our school a great place; full of energy, commitment and quality. As part of this commitment to everyone we share the following important information.

Moving to a new class, a new teacher is all part of the process of change. The associated feelings of both excitement and nervousness are a reality of the change process. Clear and timely advice, care, respect, confidentiality, understanding of different points of view and a co-operative approach all help children manage these changes well.

2019 Classroom structure will be:

Junior School: Foundation	4 groups (an extra group)
Grade 1/2	7 groups
Middle School: Grades 3/ 4	7 groups
Senior School: Grades 5/6	7 groups

To support the above arrangements, the following organizational information for our Transition and Class Placement Programs are listed.

*Transition is defined as the movement of children to other classrooms in preparation for the next school year. This year there will be three sessions for all children including Orientation Day, Tuesday 11<sup>th</sup> December.*

Session 1 & 2: Children will experience a variety of classrooms, teachers and other students at their appropriate level in preparation for the 2019 school year. Grade 6 children will attend a Junior School buddy classroom during this time. The dates for transition are Friday 30<sup>th</sup> November and Friday 7<sup>th</sup> December from 11:45am till 1:30pm.

Session 3: Orientation Day Tuesday 11<sup>th</sup> December, 2018

Children will attend their current classroom at 9:00am on this day and will then be notified of their 2019 classroom by their current teacher. Children will move to their 2019 class group from 9:30am and share in a BBQ lunch from 12:30pm. After the lunch break all the children will return to their current 2018 classroom. Grade 6 students will attend their Secondary College for the full day and 2019 Foundation children will also attend for the morning. (Separate Information letter will be sent to all 2019 Foundation students.)

*Class Placement refers to the placement by staff of each child into an appropriate classroom for 2019 based on learning levels, social development, gender balance and classroom size.*

The guidelines staff use for student placement at St. Joseph's are: academic levels, independence, pre-school advice, gender balance, individual social/emotional/behavioural needs, student learning styles, learning support programs, family relationships (siblings and cousins) and time spent together with the same children, teacher and parent advice. Other practical factors to impact on the placement will include teacher recommendations, class size, groupings available, and a range of abilities in each class group.



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**Junior School:** The structure in 2019 of straight Foundation class groups will continue. All 2018 Foundation students will be grouped into one of the seven year 1 / 2 class groups for 2019. All this year grade one students will remain in the same class as this year, unless advised through green forms.

**Middle School:** Students in grade 3 in 2018 will stay with the same teachers in 2019 according to policy, unless advised through green forms. Staff may also initiate movement after one year also according to student needs.

**Senior School:** Students will normally complete one year with a teacher and move to another classroom and teacher. One year with a teacher in the Senior School was introduced several years ago and has been very successful in broadening the friendship base of the majority of the students in preparation for secondary school life. Students will be placed considering learning levels rather than necessarily their friends as the key criteria for class placement. Students in the Senior School will complete Learning to Learn units of work at the start of the year and will be supported by a focus on respectful relationships. Student movement will be accommodated in 7 classrooms for 2019.

If after Orientation Day a class placement issue arises a placement consideration can be lodged in writing by contacting the school for the necessary proforma. The issue will then be reviewed by the Placement Committee for decision before the end of the school year. Placement Committee members are Principal, Deputy, Wellbeing Co-ordinator, Classroom Teacher and Unit Co-ordinators as appropriate.

In all these processes, professional, respectful co-operation and student welfare will be upmost in all our minds; I thank you in anticipation of your considered support.

Regards,



Michael Gray, Principal.