

# *St. Anne Catholic Elementary School*

127 Elgin Street, North - Cambridge Ontario, N1R 5H6  
Phone: 519-621-8920 / Fax: 519-621-8927



---

At St. Anne School We..... “Strive for Excellence and Manners Matter”

## **St. Anne School Class Organization Criteria For September 2023-2024**

During the month of June, the staff of St. Anne will meet to create class lists for next September. Class organization is a highly comprehensive process in which extensive time, thought and consideration is given. The task is complex and is the subject of many revisions. Sometimes due to an increase or decrease in student enrolment, classes must be adjusted and reorganized after the start of the school year in September.

### **How can guardians provide input to this process?**

Class organization is the responsibility of the school and school staff. Placements are made at our discretion. Guardian voice/input, however, is welcome in this process – but within the following parameters: You as guardians know the ways your child learns best; you know what he/she needs in terms of the development of work habits and study skills; you also know effective discipline techniques that bring out the best in your child. There are a number of important details that are invaluable to staff as we organize students into classes. If you feel your input will support us in this arduous process, please complete the attached form based on the criteria mentioned in this letter.

We will take the information you provide as well as the information we have, to make the best decision for your child. Our goal at St. Anne is to develop balanced classes - a balanced class reflects the diversity of our community and allows the variety of interests and talents of our learners to emerge and to be appreciated. Like families, the class unit provides a balance of opportunities for a range of learners to succeed through appropriate challenges. Like the community, school is a socializer and so each new school year brings opportunities to meet and make new friends and expand our circle of acquaintances.

Some of the criteria we use to build classes are:

1. Balance of ability, interests, and talents
2. Balance according to gender
3. Learning style: How does the learner go about the process of learning?
4. Social blending: What is the best cluster of individuals to effectively and efficiently learn?
5. Educational support – I.E.P.’s/Special Ed teacher/Educational Assistant support

**For you to state a teacher preference is not helpful** or in some cases not possible to accommodate due to the size of our community, and we always have the possibility of staffing changes. The same applies for split or combined grades. Stating a preference based on classmate friendships is not a valid reason to put two children together. Students have opportunities to socialize at three recesses each day and time spent in class is teaching and learning time with the teacher as the facilitator. As a general rule, your comments about your child’s **strengths and needs are most appropriate.**

You have the option of printing this form and sending it in to your child’s classroom teacher, or you may follow the criteria and e-mail your child’s teacher by Friday, May 19<sup>th</sup>.

**CLASS ORGANIZATION FORM 2023-2024  
STUDENT/GUARDIAN RESPONSE FORM**

Student Name: \_\_\_\_\_ Guardian Name: \_\_\_\_\_

Present Grade: \_\_\_\_\_ Present Teacher: \_\_\_\_\_

I/we would like the following criteria/comments to be taken into consideration on my child's behalf for his/her class for September (please include any background information as required). This information is based on the format and direction stated in the "Class Organization Criteria for September" letter attached.

---

---

---

---

---

---

---

---

---

---

Having stated the above, I have confidence that the staff will endeavor to place my child in the most beneficial and productive learning environment based on his/her learning style(s). As classroom compositions can change even into the month of September, your feedback is still helpful to us.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_