

# **HeadStart International School** **Policy on Student Class Placement**

## **Introduction**

The process of placing children in classes at HeadStart International School focuses on each child's individual learning needs and every effort is made to place children in the learning environment in which they will be the most successful.

The purpose of this policy is to inform parents of the placement procedures already established at HeadStart International School and it attempts to address some of the questions parents might have.

## **How are children placed in classes?**

School managers and teachers meet at the end of the year to evaluate students' academic progress and other important criteria before agreeing upon provisional class lists. Owing to the wide-ranging factors that need to be taken into consideration when placing children, the school management reserves the right to make the final decision. However, we remain open to explaining the reasons behind any decision concerning an individual student.

## **When will I know which class my child is in?**

Changes are usually made to class lists during the summer break, both to accommodate new students joining the school and to make any changes deemed necessary for the benefit of students' learning. Final class lists are displayed at Parent Orientation Day just before the start of the new academic year.

## **Can a student be moved to a different class during the academic year?**

There are times when the school management, in consultation with teachers, may decide to move a student during the course of the academic year. This usually only happens where there are extenuating circumstances which necessitate the change for the benefit of a student's studies or for his or her well-being. In such cases, the parents of the child will be clearly informed of the decision as well as the reason(s) for any change.

## **Can I request that my child be taught by a particular teacher?**

A written request may be made to the Head of School stating the reasons. However, the management cannot guarantee that such a request will be granted since all the factors for placing a child in a particular class need to be taken into consideration before the final decision is made.

## **Can I request my child to be placed with or away from another child?**

Children placed with 'best friends' tend to work and play exclusively with one another which does not promote the sort of wider social interaction we try to foster at HeadStart International School. However, we do try to ensure that every child is placed in a class with regard to the harmony of the group. We do try to separate non-constructive relationships wherever we are able.

## **Can teachers request the placement of certain students in their classes?**

No; the placement of students is decided primarily by school managers in consultation with teachers. However, teachers are expected to be able to meet the needs of a variety of students and adapt to changes in classes from year to year in the same way that students are.

### **What if I don't agree with the placement of my child in a particular class?**

You should communicate your concern in writing to the Head of School and we will do our best to address any anxieties that you or your child may have. However, once made, we rarely change a child's placement as this can cause an adverse chain reaction to the carefully worked-out balance within a class. The needs and welfare of each individual child is carefully considered during the placement process and we ask parents to understand that their child is only one part of a complex equation in the placing of many children.

### **What if my child experiences difficulties in class after school has started?**

If a child experiences difficulties in class after school has begun, parents should immediately speak with the child's teacher(s) or a school manager and we will do everything we can to solve the problem. We want our students to be happy and productive in school and we will always do our best to facilitate their learning to the highest standard.

### **A small group of my child's friends have been together for several years in a row even though my child has been moved. Is this favouritism?**

The placement policy is designed to eliminate this. One of our goals is to see that, over time, children experience interaction with all of the other children in their grade level. Of course, because there are only two classes at each grade level, some children will be with some of the same children from year to year, but it should not form an obvious pattern. If you feel that there is a pattern, please inform your child's teacher or a member of the school management team and your concern will be addressed.

### **How can I help my child at this important time?**

All information shared with us about children is both heard and valued and is used by teachers and school managers to make all school transitions as smooth as possible for all concerned. Parents can help greatly by being as positive and encouraging to their children as possible during the process of class placement.

If you have other questions or suggestions, please feel free to contact your child's teacher or the Head of School.