

# Raymond Elementary School

145 North 200 Street West  
Raymond, Alberta  
T0K 2S0



P.O.Box 120  
Phone: 403-752-3004  
Fax: 403-752-3005

Raymond Elementary School is fortunate to have an excellent staff of teachers. We are confident that in whatever class your child is placed, he or she will encounter a warm, well-prepared teacher who is committed to student learning, to student success, to children – to **your** child.

Placing students in the most appropriate class for the upcoming academic year is a very complex process for the school and is handled carefully and thoughtfully. Our process is comprehensive and we take the responsibility of class placements very seriously. There is much to consider in the creation of each class list for the upcoming year and this process takes us several weeks to work through each spring. The following are some of the factors considered when creating lists:

- The program needs of the student;
- A balance of achievement levels, especially in reading and math;
- The social needs of students and their leadership skills;
- Student learning styles;
- Teaching styles;
- Independent work habits of students;
- Behaviour factors regarding students
- The compatibility of students with each other (including pre-existing conflicts between children or pre-existing supportive relationships between children);
- Information provided by the teacher through previous parent/teacher communications;
- Recommendations of previous teachers, administration, counsellor or information forwarded from a previous school;
- Classroom configuration; and
- The balance of genders.

Although each factor is important and given consideration, each is weighed differently depending upon the individual circumstances under discussion. Decisions are made with the child in mind, and the more global view of the class composition and school organization. Once class lists have been created any changes have an adverse domino effect on multiple class lists. Please ensure that we are aware of your child's needs **BEFORE** the deadline.

If you would like to share some information about your child from the home perspective, please note the following procedure:

1. Please send an email to [marlin.hogg@westwind.ab.ca](mailto:marlin.hogg@westwind.ab.ca) with the subject heading "CLASS PLACEMENT". Include your child's name, current grade and a description of your child's emotional, social and academic needs as well as anything else you would like to make us aware of.
2. ***Please do not state which teacher you do or do not wish your child to be placed with next year.*** Teacher assignments can change from year to year, and the teacher you request may or may not end up teaching your child's grade level. We do our very best to place your child in an appropriate setting given the information outlined above.

***ANY COMMUNICATION REGARDING CLASS PLACEMENT FOR THE NEXT SCHOOL YEAR SHOULD BE PUT IN WRITING AND SUBMITTED TO THE PRINCIPAL, MARLIN HOGG BEFORE THE END OF THE SCHOOL DAY ON FRIDAY, MAY 10, 2019.***