

PETER NOYES SCHOOL

280 Old Sudbury Road
Sudbury, MA 01776

Annette E. Doyle
Principal

Kristin J. Moffat
Assistant Principal

March 10, 2010

Dear Parents and Guardians,

Unbelievably, we have come to the time in the year where we begin to think about class placement for next year. As I share with you every year, it takes our staff several weeks to finalize these important decisions. Please know that your child's classroom teacher serves on the placement team and, I'm sure you'll agree, has a very good understanding of your child's strengths and needs. However, parents sometimes feel it is necessary to share additional information with the placement team and we do offer parents this option as well.

Please find included with this letter the Parent Placement Information Form we invite you to complete if you have any information you feel the school-based placement team needs to know about your child. **It is not necessary to complete a form.** If, however, you have a particular concern regarding your child's placement, you may complete this form and return it to the office no later than **April 16, 2010**. This is a serious deadline. Forms that arrive late, especially after the placement teams begin meeting, may not receive consideration.

Let me reiterate that class placement is an involved, time-consuming process for an elementary school. We have the best interest of all children in mind as we carefully consider many variables. Parents can best help by trusting that our familiarity with your children will lead to good decisions and good groupings. If you decide to complete the Placement Information Form, you can help by being concise and limiting your comments to the space allotted on the form. Please remember that you are not writing simply to me; you are writing to a placement team. **You cannot use the form to request a specific teacher;** such requests will not be forwarded to the placement team. You should, if you complete the form, write about your child's needs and the classroom qualities that will best meet those needs.

Please know that placement teams consider students' peer relationships when forming classes. We feel that students will find friends in any fairly balanced, heterogeneous classroom. **It is also important to know that teachers cannot discuss placement with individual parents.** This places inappropriate expectations on a teacher and compromises the fairness of the placement process. Conversations at this time of year are opportunities to discuss your child's progress and growth during the school year.

Again, placement is a complex process requiring the synthesis and application of a great deal of information. Let me assure you of our commitment to do this in a way in which all children receive due consideration and which will result in class groupings that work well for all of our students.

Sincerely,

Annette E. Doyle
Principal

PETER NOYES SCHOOL
PLACEMENT INFORMATION FORM

STUDENT NAME: _____ GRADE LEVEL (NEXT YEAR) _____

CURRENT TEACHER: _____

Keep in mind that any form containing a teacher request will not be forwarded to the Placement Team and, therefore, not considered during the placement deliberations. Also, teachers are directed not to discuss placement with parents. Thank you for keeping this in mind during any parent-teacher conversations this spring.

What, if any, learning style issues are important for the placement team to know?

Are there any social/emotional issues you would like the placement team to consider?

Are there any additional concerns or suggestions?

Parent Signature

Date

Please return to the Noyes Main Office no later than April 16, 2010.