26th May 2016

Dear Parent / Carer

**Class organisation and allocations for September 2016**

After half term we will be completing the process of allocating children to their new classes for September. I am writing to give you advance notice of the class organisation next year and to explain the way we will be allocating children to classes.

There is only one change to the class organisation next year. Sadly Miss Rankin will be leaving us at the end of this term as she is re-locating and taking up a post at a new school. We will be welcoming a new teacher to the KS1 team – Miss Melody Miller.

The class organisation for September will be:

**Reception:** Mrs Nott (Early Years Team Leader)

Mrs Utley

**Key Stage 1**

Y1/2: Mrs Paley (Y1/2 Team Leader)

Y1/2: Miss Duckworth

Y1/2: Miss Miller

**Key Stage 2**

Y3/4: Ms Blackmore (Y3/4 Team Leader)

Y3/4: Mr Allenby

Y3/4: Mr Mann

Y5/6: Miss Ramsay (Y5/6 Team Leader and Deputy Headteacher)

Y5/6: Mr Waterfall-Smith

Y5/6: Miss Rowe

Dyslexia Centre– Mrs Webster

**Class allocations**

We take a considerable amount of time over class allocations, involving all the teachers concerned in the discussions. We try to ensure that each class in the phase is similar in terms of the mix of children in the class. We will ensure that current Reception pupils are placed in a class with at least one of their nominated friends.When allocating pupils from Y1 upwards to their new classes, we try as far as possible to keep existing cohorts together. However, it is sometimes necessary to change some of these. This may be due to imbalances caused by the number of pupils who have joined or left the class since last September, or where teachers feel it to be in the best educational interests of the children to change. We always try to take into account friendships when making any changes.

**Transition arrangements**

We want to ensure that the children settle into their new classes in September as smoothly as possible. I hope to be able to send you notification of your child’s new class soon after half term. There will be two transition sessions when the children will spend the morning in their new class to begin to get to know their new teacher and any new routines etc. These sessions will be on **Friday 8th July** and **Wednesday 13th July**. Each team will also offer a formal opportunity for parents to come in and meet the teachers

If you have any queries about any of these arrangements, please do not hesitate to contact me or your child’s teacher.

Yours sincerely

Rupert Griffiths