Dear Parents/Guardians,

In the past, at the end of the school year, Sacred Heart had a tradition of mailing out class lists to all parents for the following school year.

We are unable to continue this process due to privacy restrictions.

The school board and teaching staff have considered various alternatives and have decided that we will follow the procedures that are in place in many primary schools in NSW and work very successfully.

For the 2014 school year, students will be notified upon arrival on their first day returning to school, which classroom and teacher they will have for the 2014 school year.

To assist in the smooth running of this process, class lists will be displayed on the morning of the first day for students, Wednesday 29th January 2014. Teachers will be available to assist with this process. You will be able to find a list:

- On the wall outside the main doors to the infants block, both near the infant's playground and the door opposite the hall.
- On the wall near the two entrances from the playground to the primary building.
- On the glass windows of the library.
- A specific list will be on the outside of each classroom door.

The primary classrooms will be allocated in 2014 as (Room numbers above each door):

- Early Stage 1 - Room 4
- Early Stage 1/Year 1 - Room 5
- Stage 1 - Rooms 3 and 6
- Stage 2 - Rooms 12, 13 and 14 - at the far end of the primary building
- Stage 3 - Rooms 10 and 11 - at the music room end of the primary building

I have telephoned the parents of the 2014 Year 1 students placed in the K/1 class and will contact the Kinder parents soon, given that this is a different classroom structure to what has been in place in the past at Sacred Heart. Please be aware that the combination of students’ achievement levels will be mixed for this group, just as it is for all other classes in primary.

The parents of students with an identified learning need or special requirements will also be telephoned to enable the parents of students with special needs to prepare their child appropriately.

Please understand that late changes can occur due to new enrolments.
Class groupings are a complex task and the teaching staff at Sacred Heart dedicate many hours conferencing to consider the best learning environment for each student.

The following considerations are taken into account:
- Professional conversations including all teaching and learning support staff
- Student input, friend requests
- Achievement as documented from assessment evidence and student reports
- Social, academic and emotional needs of each child
- Student learning needs
- Balance of learning support requirements
- Balance of ages
- Equity of gender balance
- Transition groupings
- Family connections (relatives and siblings)
- Previous teachers

It is important that teachers and parents appreciate the benefits that come from effective partnerships - for children's learning and outcomes and for parents and teachers themselves. I encourage parents to discuss the learning needs of their child with their current teacher or me if you have concerns.

I suggest that you discuss this process with your child close to the return to school date so they understand what they need to do to find their classroom. Positive conversations which highlight that all teachers at Sacred Heart are dedicated, knowledgeable, high quality teachers who will work for the best for each child are recommended. In the past, there has been some concern for students as they spend the holiday period worrying about the teacher they have been given, only to find that during the first week their concerns were not founded and have had an enjoyable and productive year.

I am a firm believer in appreciating what we have and making the most of all opportunities that are given to us. I also have a deep faith that God will provide what is needed. “Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will direct your paths.” Proverbs 3:5-6

If you have any questions with regards to this process, please don't hesitate to contact me at the school.

Yours faithfully,

Mrs Janet Cartwright
Principal