



School District No. 44 (North Vancouver)  
**COVE CLIFF ELEMENTARY SCHOOL**

1818 Banbury Road, North Vancouver, BC V7G 1W4  
Phone: (604) 903-3420 • Fax: (604) 903-3421

### Planning and Student Placement

The staff at Cove Cliff take student placement very seriously and go through a meticulous process. At the initial stage in our planning, we anticipate a Kindergarten to Grade Seven enrolment of approximately 303 students. Based on this projected number of students, we will receive our staffing entitlement. Once an organization has been decided upon and teachers have been assigned a class within that organization, the process of assigning students to classes begins. Our class placement process ensures that thoughtful consideration of each child's social, emotional, and academic needs is aligned with the need to create balanced and effective learning environments. The assignment of students to classes is decided by a team, which includes the child's current teacher, possible teachers for the coming year, specialists such as the English Language Learner Teacher, Learning Assistance Teacher, School Counsellor, and the School Administration. This professional team considers each placement carefully as they create classes that include a wide range of students who learn in a variety of ways.

Once we have all of the information available to us, the following decisions can be made:

- the number of divisions at each grade level
- the number of students in each class
- where classes will be combined (eg. 4/5, 6/7)
- the amount of time provided to other disciplines in the school such as Music and Library

Student placement is a very complex process that we take very seriously. We take a collaborative approach when planning for student placement with all stakeholders having a voice in the process.

1. **Parent Feedback (optional):** parents can complete the **Parent Information for Student Placement** form (and email to [covecliff@sd44.ca](mailto:covecliff@sd44.ca) – please note the due date)
2. **Student Feedback:** teachers will ask students to provide us with the names of up to five students who they work well with (and not necessarily their best friend), we try to link them with 1 of the 5
3. **Staff:** our school staff and specialists (such as Counsellor, Administration, Learning Assistance Teacher, Music Teacher and librarian) place students and review lists several times up until the opening day of the new school year.

In addition to individual circumstances, criteria considered in the placement process include:

1. Workable instructional groups considering:
  - the child's academic challenges, strengths, work habits and independence
  - teaching and learning styles
2. Positive social groups considering:
  - placements where a child can work positively and productively with other children in the class
  - peer support or conflicts
  - establishing the presence of positive leaders in each class
3. Balanced classes considering:
  - students with diverse needs
  - students who are English Language Learners
  - academic, social, and emotional needs and abilities
  - leadership abilities

### A Note about Combined Classes

Combined (or split) class organizations result from imbalances in the number of students in particular grade levels. Class size limits are set by the Ministry of Education. In today's reality that often means that

the school organization needs to include some combined classes. For example, we might have 41 Grade One students, but the class size limit is 24; we would need to create a Grade One class and a Grade One/Two class with the remainder of the Grade One students and some Grade Two students. Depending on the number of students at each grade level, using all of the criteria above may result in the creation of combined classes. Please be rest assured that if your child is placed in a combined class the grade appropriate curriculum that is prescribed by the Ministry of Education will be taught.

**Process:**

If there is information that the current classroom teacher and/or the Principal does not have and should consider when placing your child, please complete the Parental Information for Student Placement Sheet (see attachment) and submit it to [covecliff@sd44ca](mailto:covecliff@sd44ca) no later than May 13, 2022. Information sheets received after May 13th will not be considered for student placement for the next school year.

Please consider the placement criteria referenced above when describing your child's needs. Please describe a learning environment that may suit your child's learning style/needs: academic, social and emotional. The information that you provide in your information sheet will be given to the team of professionals described above, to be used along with the criteria listed above in the placement of your child. It may not be possible to meet parent and student input as classes are developed.

Please note that information sheets will not be accepted if names of staff members are used in outlining your input/concerns. These information sheets will be returned to the sender with a reminder of the placement criteria outlined above. We appreciate your support in this complex multi-level process of arranging educationally sound and balanced classes.

Respectfully,

Ms. Kee  
Principal

Mrs. Ehling  
Vice-Principal