



# West Park School

*Te Kura O Papa Hauāuru*

Every student matters, every moment counts.

Broderick Road, Johnsonville, Wellington 6037, Phone (04) 478 7074, Fax (04) 478 7593

20 October, 2020

Dear Parents and Caregivers,

In preparation for planning our 2021 classroom and team structures we would appreciate knowing whether you are planning to leave the school at the end of the year. If you are planning to leave (except for Year 6 students) could you please email Kathy or Jo in the school office, email to [office@westpark.school.nz](mailto:office@westpark.school.nz). This information is very important as a small number of students could have a significant impact on our 2021 planning and structures.

Thank you to the families who have already informed the office. We hope to be able to announce the confirmed 2021 team structures and staffing allocations later this term. Following this, the process for allocating students to their 2021 classes and teams will commence. This will take into consideration a large number of variables including academic needs, social needs and teacher strengths. The process is one that teachers devote a large amount of time to in order to ensure the best possible structure for all students within the available resources.

If there are any specific requests or information you would like staff to take into consideration when making the 2021 allocations please wait until after the 2021 teams, structures and staff allocations are announced. If you are making special requests or providing information to be considered, please address them to myself in written form and deliver them to the school office marked 'Confidential'. When the lists are finalised they will be communicated and/or displayed accordingly.

Towards the end of the term students will have the opportunity to come together in their 2021 class and spend some time with their 2021 classroom teacher and class mates.

Please note:

1. Staff allocations for 2021 have not yet been made but will be communicated as soon as they have been. Students will not be confirmed into classrooms until staff have been allocated to their 2021 classroom and this has been communicated to parents and caregivers.
2. Requests will be considered in making the final allocations, however no guarantee is given that requests will be met.

Kind regards

Luis Echegaray

**Principal**