



The Manor
PREPARATORY SCHOOL

To Parents of Year 3

21 May 2010

Dear Parents

New Classes

We have decided to continue to have three Year 4 classes next year and we shall therefore be re-arranging the present Year 3 group for September. The reason for this is that we are expecting a few more pupils for next year and the teachers can obviously provide more individual attention for each girl if the class size is smaller. The provision of Teaching Assistants' support in Year 4 will also reflect the fact that there are three classes.

We aim to have three well-balanced classes in terms of academic abilities, group dynamics and so forth. We are inviting you to suggest, if you wish, the names of **6** other children that your daughter would like to be with next year, after you have discussed the matter with your daughter. Please note that if you wish to fill in the form, you are asked to write down **6 names, no less**, otherwise - surprising as it may sound - it can prove impossible to place certain children at all with a friend. If there are less than 6 names, sadly the form will be invalid, in order to preserve fairness for all. We hope to be able to place your daughter with at least **one** of these friends. Please return the attached sheet in an envelope to your daughter's Class Teacher by Tuesday 25 May.

However, if you prefer not to return the form, that will be fine. We shall use our own knowledge of your daughter to inform our decision. In any event, the Maths lessons and some of the English lessons are taught in groups separate from the class itself.

Thank you very much for your help in this matter.

Yours sincerely

Piers Heyworth
Headmaster

To: Form Teacher

Class:

Name of Child:

I would like to suggest that at least one of the following girls be allocated to the same class as my daughter

1.

2.

3.

4.

5.

6.

Signature: