



POLICY TITLE: CHANGING THE NAME OF AN ACT GOVERNMENT SCHOOL
PUBLISHED: 2006
IDENTIFIER: CNG200611
LEGISLATION: *Education Act 2004*

1. Policy Statement

1.1 Under section 20(4) of the *Education Act 2004* the Minister for Education and Training may name, and change the name of, a government school or a school-related institution.

2. Rationale

2.1 Circumstances may arise where a school community wishes to change the name of the school. Such circumstances might include when schools are amalgamated or when recognition of a particular person associated with the area is desired.

2.2 This policy provides the procedures schools should follow to request a change of the name of the school.

3. Procedures

3.1 Schools should initially approach the relevant Director Schools to seek advice on any proposed change.

3.2 The proposed change should have the support of the staff, the parent body, and in secondary schools, the student body, of the school.

3.3 Evidence of this support may include copies of survey questionnaires together with the results of the survey. Results should show the number of questionnaires distributed, the number of positive and negative responses, and any written comments.

3.4 The protocols and appropriateness of the proposed name should be checked by the relevant Director Schools and the Manager, Facilities Management Section before finalisation of a request to the Minister.

3.5 A submission to change the name of a school should be made by the school board to the appropriate Director Schools. The submission should include reasons for seeking the change and the results of the community survey.

3.6 The Director Schools will forward the request to the Minister of Education and Training through the Chief Executive.

3.7 The decision to approve or disallow the change of name will be made by the Minister for Education and Training.

3.8 Any costs associated with changing the name of the school will be covered by the school.

Policy Owner: Directors Schools
