APPENDIX b PROCESS FOR NAMING PUBLIC schools and FACILITIES

**Existing School**

**New School**

Director, Asset Planning and Services advises principal if there are any factors that need to be considered in the naming of the new school or facility.

The principal emails the Director, Asset Planning and Services to advise they want to change the name of an existing school.

The Director, Asset Planning and Services seeks agreement from the Deputy Director General, Schools that the existing school can be considered for a name change.

The Director, Asset Planning and Services provides advice to the principal if changing the name is agreed by the Deputy Director General, Schools.

The principal emails the Director, Asset Planning and Services the recommended names of the school/facility prior to consulting with the broader school community.

The Director, Asset Planning and Services provides advice to the principal on whether the name complies with the *Naming of Public Schools and Facilities Policy and Procedure*.

The principal consults with the broader school community.

The principal submits a *Proposal to Name a School and Facilities* form to their Director of Education.

The Director of Education. submits the signed form to the Director, Asset Planning and Services.

The proposal is considered by the Director, Asset Planning and Services and the Director, Public School Planning.

If the recommended name is not compliant with the policy, the proposal is referred back to the principal for further consideration.

If the recommended name is compliant with the policy, a recommendation will be submitted for endorsement by the Minister for Education via the Deputy Director General Schools and the Director General.

The Deputy Director General, Schools advises relevant parts of the Department to institute the change.

Once the name is endorsed by the Minister, the principal and the local member are advised in writing by the Minister.