

APPENDIX A. GUIDELINES FOR NAMING PUBLIC SCHOOLS AND FACILITIES

A.1 LOCAL IDENTIFIER

The school or facility is to be named, in the first instance, after the suburb or locality in which it is located, for example; Thornlie Primary School. A directional identifier may be used where more than one school is established in the locality; for example, South Thornlie Primary School.

Where the suburb or locality name is considered unsuitable, the name may be based on the street in which it is located, adjoining street or nearby natural feature, providing that this does not duplicate names or use similar sounding names found elsewhere in the state; for example, Forest Crescent Primary School and Lake Monger Primary School.

Names of places with historical connection to the area serviced by the school; for example, Rapids Landing Primary School can be proposed unless there is conflict with an existing locality or suburb name.

An appropriate Aboriginal name may be used; for example, Koorana Primary School. Koorana means 'bring forth the young.'

A facility may be named after an eminent person or educator, for example, John Forrest Secondary College and Cecil Andrews Senior High School.

When naming a school or facility after a prominent person the following should be considered:

- The name should honour, where possible, persons who have performed considerable and outstanding community service, especially of an educational nature. It should include the given name and family name, and may include an honorific title, such as 'Sir', if bestowed.
- The name is not to be of any person/s presently participating actively in any form of public office.
- The person whose name is being used is to be commensurate with the significance of the facility.
- If a name is to be used posthumously, it must meet with the approval of the immediate family, where surviving.
- Schools should take account of cultural sensitivities in using names of people.

The naming of a new facility after marketing names of developers or commercial entities is not sanctioned by the Geographic Names Committee (GNC) appointed by the Minister for Transport; Planning; Lands. These names should not be put forward for consideration, for example, 'Palm Springs' in the suburb of Warnbro.

When naming a part facility or school building, the principal should align it with the above guidance on selecting a name.

A.2 CONSULTATION

As part of the process for planning for new schools or facilities, the Director Asset Planning and Services will seek advice from the Deputy Director General Schools on whether any factors should be considered when naming the new school or facility. This advice will be provided to the principal prior to the commencement of consultation.

Principals need to confirm the suitability of the proposed names with the Director, Asset Planning and Services prior to consulting with the broader school community.

If the name change relates to an existing school, the Director Asset Planning and Services will seek agreement from the Deputy Director General Schools for the existing school or facility to be considered for a name change.

Principals need to determine a consultation process that is transparent, meaningful and informative. Consultation with the school community and key stakeholders should be inclusive of all groups, including the relevant local, State and Federal representatives. Community participation should be limited to the local community only. Reliance on written forms of communication or formal meetings may not necessarily be inclusive of all groups, such as people from a non-English speaking background.

Evidence of school and local community participation in the decision making process may include minutes of meetings, newsletters, survey forms, survey results, community newspaper articles and advertisements. Evidence of the extent of local community support for the proposed names should also be included. Information also needs to be included regarding any objections and concerns raised at the local community level, how they were considered and why the principal decided to either proceed with the name, or refine or change the name.

A.3 SCHOOL DESCRIPTOR

The table below shows the guidelines for the selection of the school descriptor.

Student enrolment	School descriptor
Kindergarten to Year 6	Primary School or Community Primary School
Year 7 to Year 12	Senior High School, College, Community College or Secondary College
Year 7 to Year 10	High School or Community High School
Year 11 to Year 12	Senior College
Kindergarten to Year 10	District High School
Kindergarten to Year 12	College or Community College
Education Support Centre co-located with a mainstream school	Education Support Centre
Education Support School	Education Support School or School
Remote School	Remote Community School
Primary School with secondary enrolments	Primary School, Community School or School
Agricultural College	College of Agriculture