

## **NAMING A SCHOOL POLICY**

### **Rationale**

- Schools can name or rename the school and/or its campuses.
- Schools must follow the Department of Education and Training (DET) school naming policy and process including that school names comply with the:
  - statutory provisions in the Geographic Place Names Act 1998
  - naming principles in the Guidelines for Geographic Names 2010
  - reflect the school's educational and service provision
  - be discussed and determined at the local level and reflect community preference.
- The formal school naming submission goes through a number of stages. Final approval is granted by the Minister for Education. Schools should allow sufficient time to complete the process, taking into account the comprehensive consultation process and operational matters such as branding and uniforms. Schools wishing to introduce a new name at the start of a school year should consider beginning the process in Term 1 of the previous school year.
- A proposed school name must accurately reflect the school's educational and service provision e.g. schools offering primary provision must include Primary School in the name, secondary provision must include Secondary School in the name and both, a year level description e.g. P-9 or P-12 College.
- The name must be unique. Town/suburb names or proximity to a geographical feature may be used subject to the requirement that it be unique.
- Traditional Indigenous/Koorie place names are subject to agreement from the relevant communities.
- Commemorative names should be applied posthumously and preferably use only the surname of a person.

### **Purpose**

- To ensure Tarneit West Primary School (Interim Name) meets the DET's school naming requirements.
- To ensure compliance with the legislative requirements of the statutory provisions of the Geographic Place Names Act 1998 and with DET policy and guidelines.
- To ensure the school is aware of those aspects of school management that the DET specifically draws to the attention of schools.

### **Implementation**

- If applicable, the eight stage process for the reaming of the school will commence at least twelve months before the proposed introduction of the new name.
- The school will refer to the detailed information and advice provided at the website below before commencing the process. This includes selection and use of interim names, workshopping possible names with the school community, checking suitability of the proposed name with the School Operations & Governance Unit, Regional service Group (RSG) and preparing a submission for the Regional Director.
- After the proposed name has been approved by the Minister for Education and published in the Gazette, the school will take appropriate measures to use and promote its new official name including ensuring there is no confusion for the emergency services and the local community. Such measures will include appropriate signage and informing the community via Newsletters and other publications.
- Please refer also to the school's Governance & Management Policy.

### **Evaluation**

- This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update early July 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2020	55	1	September 2017

Reference:

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx>