



Naming of Government Schools

Procedures

Under Section 27(2) of the *Education Act, 1990*, the Minister for Education has the power to name or change the name of government schools. The Director-General has agreed to consult with the Geographical Names Board when preparing advice for the Minister.

It is the policy of the NSW Department of Education and Communities to choose names for schools and for specific parts of school premises which are appropriate, acceptable to the local school community and do not duplicate past or present names.

The Department is also keen to protect the tradition and continuity of schools by not unnecessarily changing the names of schools when they move to new premises or are reorganised.

The Importance of School Names

The choice of a name is of particular importance to schools as it is something that schools will carry with them throughout their history. A suitable name is highly desirable and great care should be exercised in selecting it. No change in a school's name should be made without serious consideration of the consequences for the history and traditions of that school.

Categories of School Names

The procedures outlined in this document relate to all schools and education units operated by the Department of Education and Communities. These include infants schools, primary schools, secondary schools, composite primary and secondary schools, schools for specific purposes and environmental education centres.

Each category of school should be named as follows:

1. Schools K-2, including those with preschools, are to be named *Infants School*, e.g., New Lambton Heights Infants School.
2. Schools K-6, including those with preschools, are to be named *Public School*, e.g., Bowral Public School.
3. Schools 7-12 are to be named *High School*, e.g., Airds High School.
4. Schools K-10 or K-12 are to be named either *Central School* or *Community School*. Community schools generally arise out of the amalgamation of a primary school and high school e.g., Dunedoo Central School, Lucas Heights Community School.
5. Where a number of schools comprise a College, the name will incorporate the College name followed by the campus name. e.g., Georges River College Hurstville Boys Campus

6. Stand alone schools of distance education are to be named *School of Distance Education* e.g., Dubbo School of Distance Education.
7. Most schools for specific purposes are to be named *School*, without the addition of such terms as Special, School for Specific Purposes or SSP, e.g., Kurrambee School.
8. Schools for specific purposes that are located in hospitals are to be named *Hospital School*, e.g., Bankstown Hospital School.
9. Environmental education centres are to be named *Environmental Education Centre*, e.g., Awabakal Environmental Education Centre.

Schools which are given approved specialist status may include the specialisation in the name, e.g., Westport Technology High School, Newtown High School of the Performing Arts, Westfields Sports High School, and Yanco Agricultural High School. The term *Centre of Excellence*, should not be included as part of the school's name.

There are a number of established schools which do not comply with the above parameters owing to decisions made in the past, e.g., The Open High School, Sydney Technical High School, John Brothie Nursery School, School of the Air and Sydney Distance Education Primary School. It is not the intention of this statement that such schools will change their names.

Guidelines for Naming Schools

These guidelines are to be followed when proposing a name for a school:

1. Whenever possible the school should adopt the name of the suburb, town or locality in which it is situated. Public schools and high schools may use the same locality name but a school for children with disabilities or a community care school may not, where there is any possibility that the short name may cause confusion, e.g., Albury Public School and Albury High School, but not Albury School.
2. Where it is not possible to use the locality name, or where the locality name is regarded as unsuitable, a number of alternatives should be considered, for example:
 - a. Local people such as pioneering men, women or families, VC winners, writers, scientists, artists, explorers and community leaders
 - b. Aboriginal local place names or words
 - c. Famous Australians.
3. The Department will take account of the requirements of the Geographical Names Act 1966, and, except under special circumstances, will not submit for the Minister's approval names of schools which:
 - a. include road, street, avenue, crescent, drive, etc
 - b. include a compass point, although this would not prohibit names such as Northern Rivers
 - c. include a directional term like "lower" or "upper" etc., unless the name is the name of the locality or town
 - d. begin with "the", unless the name of the locality or town specifically includes this term, e.g., The Rock Central School
 - e. are named after people still living
 - f. are the names of schools or places elsewhere in New South Wales or Australia

- g. are clumsy, too long, too wordy, or include initials, hyphens or apostrophes
- h. are likely to cause postal confusion.

The forms located in Attachment F or G should be used to check with the Geographical Names Board as to the suitability of a name. It is better to do this early in the process rather than discover that the name chosen is in conflict with a guideline. Email the completed form to GNB@lpma.nsw.gov.au.

Naming a New School

Consultation on the name of a new school will generally be undertaken as part of the overall consultation on the establishment of a new school, although this is sometimes not possible at such an early stage.

For a detailed diagram of the procedure for Naming a *NEW* School see Attachment A.

Changes of Name

As a general rule, once a school has acquired a name that is consistent with these guidelines it is most undesirable to change it even when the school moves to another site. Many schools have retained their names in new premises and some schools, such as Sydney Boys and Girls High schools and Hurlstone Agricultural High School have retained their names despite moves of considerable distance from the original site. Not only are the traditions, continuity and history of a school better protected by retaining the original name, but the administrative costs of changing a school's name are avoided.

Where a change of name is absolutely unavoidable due to duplication or ambiguity, the new name must be chosen in accordance with the guidelines for naming schools. A change of name is not to be treated as a formal closure or opening of a school.

For a detailed diagram of the procedure for *RENAMING* a School see Attachment B.

Naming Units and Specific Parts of School Premises

Where possible the guidelines for naming schools should be followed in naming units and specific parts of schools, together with the following qualifications:

1. Requests for the naming of units and specific parts of school premises, such as assembly halls, building wings, libraries and sporting fields, will be considered if the person nominated was associated in a significant way with the development of the school.
2. If the person nominated has been a serving officer of the Department then approval will not be given for the name unless the officer is deceased, or at least two years have elapsed since the officer retired. Each case is to be considered on its merits.
3. Where special units have been established for students with disabilities, distance education students or students who need intensive English, the name will carry both the unit and school name, e.g., Thomas Rose Unit, Ambarvale High School; Walgett Distance Education Centre, Walgett Public School; Wilkins Intensive English Centre, Marrickville High School.

Procedures Overview:

An official school name must be approved by the Minister and published in the Education Gazette.

Usually recommendations for the naming of schools, including changes to the official name, will be developed in the Office of the Regional Director or School Education Group after consultation with the Principal, the school community and other interested parties.

When naming specific buildings or parts of the school, principals should adopt the general principles for naming of a school (e.g. suitability, consultation etc.) as well as the specific procedures outlined on page 3. Principals have the authority to name specific buildings within their school and do not need to seek approval from the regional office or asset management officers.

The proposed name for a school should be chosen in accordance with the Department's policy on the naming of schools. If the proposed name is not the same as the suburb or locality name then the proposed name should be checked for historical duplication in the Departmental database at <http://www.governmentschools.det.nsw.edu.au/index.shtm>. For any queries relating to this check contact cese@det.nsw.edu.au.

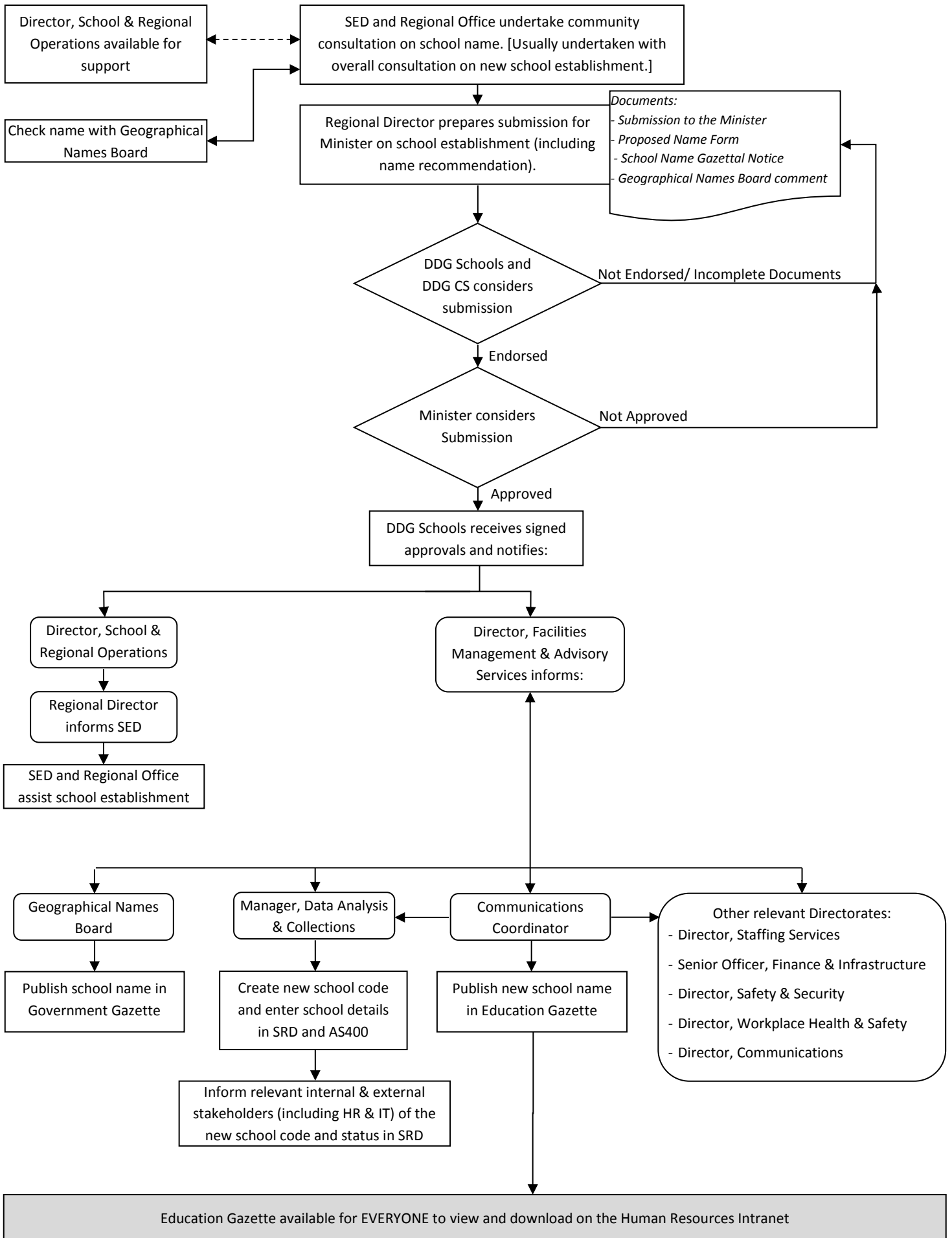
The name should be checked with the Geographical Names Board as early as possible.

The Regional Director's office will prepare and put forward a Submission through the Deputy Director-General Schools (DDG Schools) for approval by the Minister. (For an example see Attachment C which includes a sample submission for the Minister's approval and a sample of the Section 27(2) Notice (Gazettal Notice) for the Minister's approval).

Attachment D and E are the NEW school name and school RENAMING Section 27(2) Notice proforma respectively. Attachment F and G are the summary proforma for proposing a NEW school name and the summary proforma for proposing RENAMING of a school respectively.

[If possible, the proposal form for a NEW school's name should accompany the formal recommendation for the school's establishment. In those exceptional cases where it is necessary to give a school site a temporary name, the Regional office should ensure that a permanent name is submitted well before the school is due to open.]

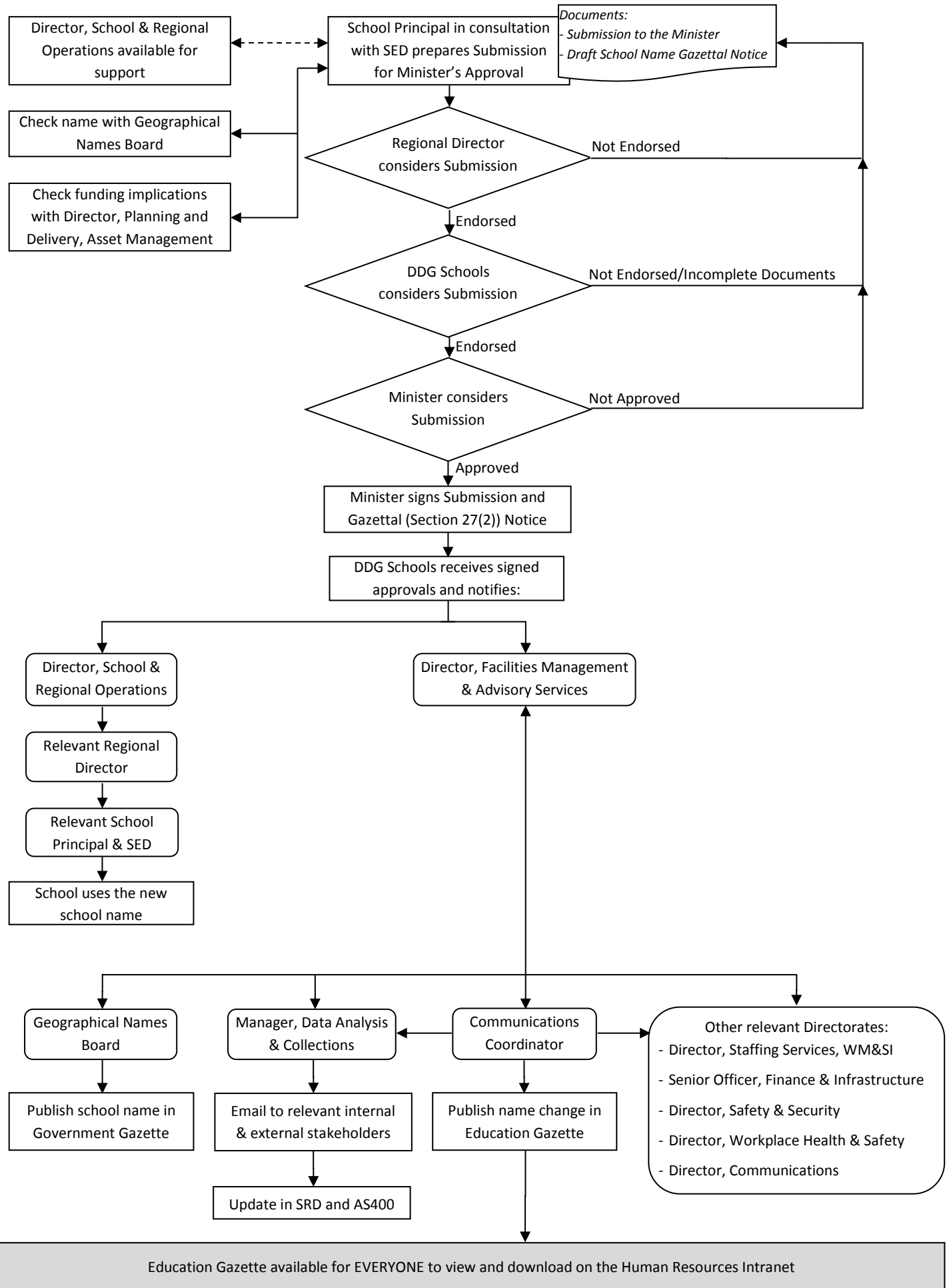
Naming a NEW Government School Flowchart



Instructions for Naming a NEW Government School

1. The School Education Director (SED) and Regional Office undertake community consultation on the new school's name.
2. The SED/Regional Director prepares a Submission to the Minister on the establishment of the new school, where possible including the recommended name for consideration and approval. The Submission will include details of consultation with the community about the proposed school name. The draft Gazettal Notice is also prepared with the Submission (Attachment D).
3. Email the completed PROPOSED NAME form (Attachment F) to the Geographical Names Board (GNB@lpma.nsw.gov.au) for a preliminary check. The Director, School and Regional Operations is available for support with the process.
4. The Submission is forwarded to the DDG Schools and the DDG Corporate Services (DDG CS) for consideration and endorsement.
5. If the DDG Schools and the DDG CS endorse the Submission and the documentation is complete, including the draft Gazettal Notice, it is submitted to the Minister for consideration and approval.
6. If the Minister approves the Submission, the Minister signs the Submission and the Section 27(2) Notice (Gazettal Notice).
7. The signed documents are sent back to the DDG Schools who forward the copies to the Director, School and Regional Operations and the Director, Facilities Management and Advisory Services.
8. The Director, School and Regional Operations sends the signed documents to the relevant Regional Director who then distributes it to relevant regional personnel, including the SED.
9. The Director, Facilities Management and Advisory Services emails the signed documents to the Communications Coordinator to publish the name of the new school in the Education Gazette. Other relevant Directorates and the Manager, Data Analysis and Collections are included in the email sent to the Communications Coordinator.
10. The Communications Coordinator sends a reply all email with details of the planned date of publication in the Education Gazette.
11. The Manager, Data Analysis and Collections emails the details of the new school name to relevant internal and external stakeholders. Updates to the corporate systems, ERN/SRD and AS400/iSeries, are made when the best date for change is determined.
12. When the new name is published in the Education Gazette it is uploaded to the Human Resources Intranet for everyone in DEC to view and download: <https://detwww.det.nsw.edu.au/lists/directoratesaz/humanresources/schoolteachers/gazette/>. (For an example see Attachment H).
13. When the new school name is published in the Education Gazette, the Director, Facilities Management and Advisory Services emails the Geographical Names Board to publish the new name of the school in the Government Gazette.
14. The new school will only appear on the School Locator on the NSW Government Schools website when all contact details for the new school have been finalised.

RENAMING a Government School Flowchart



Instructions for RENAMING a Government School

1. The School Principal in consultation with the School Education Director (SED) prepares a Submission to the Minister for consideration of a change to the school's name. The Submission outlines the reasons why the school is being renamed, the funding implications of the name change and details of consultation with the community about the new school name. The Director, Planning and Delivery, Asset Management Directorate should be consulted regarding funding implications for a name change. These can be especially significant when the name change results in a school becoming a specialist school such as a Creative and Performing Arts High School or Technology High School. The draft Gazettal Notice is also prepared with the Submission (Attachment E).
2. Email the completed RENAMING form (Attachment G) to the Geographical Names Board (GNB@lpma.nsw.gov.au) for a preliminary check. The Director, School and Regional Operations is available for support with the process.
3. If the Regional Director endorses the Submission, it is forwarded to the DDG Schools for consideration.
4. If the DDG Schools endorses the Submission and the documentation is complete, including the draft Gazettal Notice, it is submitted to the Minister for approval.
5. If the Minister approves the Submission, the Minister signs the Submission and the Section 27(2) Notice (Gazettal Notice).
6. The signed documents are sent back to the DDG Schools who forwards it to the Director, School and Regional Operations and the Director, Facilities Management and Advisory Services.
7. The Director, School and Regional Operations sends the signed documents to the relevant Regional Director who then forwards it to the relevant School Principal and SED.
8. Following receipt of the signed Submission, the school can use the new school name.
9. The Director, Facilities Management and Advisory Services emails the signed documents to the Communications Coordinator to publish the renaming of the school in the Education Gazette. Other relevant Directorates and the Manager, Data Analysis and Collections are included in the email sent to the Communications Coordinator.
10. The Communications Coordinator sends a reply all email with details of the planned date of publication in the Education Gazette.
11. The Manager, Data Analysis and Collections emails the details of the renaming of the school to relevant internal and external stakeholders. Updates to the corporate systems, ERN/SRD and AS400/iSeries, are made when the best date for change is determined.
12. When the new name is published in the Education Gazette it is uploaded to the Human Resources Intranet for everyone in DEC to view and download: <https://detwww.det.nsw.edu.au/lists/directoratesaz/humanresources/schoolteachers/gazette/>. (For an example see Attachment H).
13. When the new name is published in the Education Gazette, the Director, Facilities Management and Advisory Services emails the Geographical Names Board to publish the renaming of the school in the Government Gazette.

Example 1 – Submission to the Minister (Page 1):

DEPARTMENT OF EDUCATION AND COMMUNITIES

Submission to the Minister

**GREAT LAKES COLLEGE, TUNCURRY CAMPUSES – REQUEST FOR OFFICIAL
NAME CHANGES – DGS 11/1689**

ISSUE:

Request for official name changes to the two Tuncurry campuses of the Great Lakes College so that the names become Great Lakes College, Tuncurry Campus and Great Lakes College, Senior Campus.

BACKGROUND:

Great Lakes College is a multi-campus college comprising two Years 7 to 10 campuses and one Years 11 and 12 campus. These schools are currently named Great Lakes College, Forster Campus (school code 8534), Great Lakes College, Tuncurry Junior Campus (8289) and Great Lakes College, Tuncurry Senior Campus (8281).

The Years 7 to 10 and Years 11 and 12 campuses at Tuncurry are jointly located on a site with a TAFE NSW facility while the other Years 7 to 10 campus, Great Lakes College Forster Campus, is located in Forster.

The two Tuncurry campuses have the same address which is Northern Parkway, Tuncurry NSW 2428.

COMMENT:

Changing the names of the two Tuncurry campuses aims to:

- Be consistent with other multi-campus colleges which do not include the term junior in their campus titles.
- Reduce any perception that Great Lakes College has junior and senior teachers.
- Align the naming of the two Years 7 to 10 campuses, Great Lakes College, Tuncurry Campus and Great Lakes College, Forster Campus.

During 2011 stakeholder groups including the Aboriginal Education Consultative Group, the Parents and Citizens' Association, student representative councils and staff have been consulted, and support the change in name for the two campuses.

Great Lakes College, Forster Campus will remain unchanged.

FUNDING IMPLICATIONS:

Not applicable.

CONSULTATION:

As above.

RECEIVED
21 OCT 2011
**NORTH COAST
REGIONAL OFFICE**

Example 1: Submission to the Minister (Page 2):

DGS 11/1689

MEDIA RELEASE:

No media release is required for this matter.

RECOMMENDATION:

That the Minister notes this advice and agrees that the current school names be changed, officially gazetted and listed in all government and departmental documents as Great Lakes College, Tuncurry Campus and Great Lakes College, Senior Campus.

Approved by:
Peter Haigh
REGIONAL DIRECTOR, NORTH COAST
30 September 2011



Gregory Prior
DEPUTY DIRECTOR-GENERAL, SCHOOLS
12 October 2011



Hugo Harmstorf
A/DEPUTY DIRECTOR-GENERAL, FINANCE AND INFRASTRUCTURE
October 2011



MINISTER

Example 2 – Submission to the Minister (page 3) - Section 27 (2) Notice (Gazettal Notice):

EDUCATION ACT 1990

NAMING OF A GOVERNMENT SCHOOL

Pursuant to Part 6, Section 27 (2) of the Education Act 1990, I hereby rename Bega Public School located at Auckland Street, Bega NSW 2550, "Bega Valley Public School" as proposed by the school community.

Dated this 27th day of January 2012

Adrian Piccoli MP

Minister for Education

EDUCATION ACT 1990

NAMING OF A GOVERNMENT SCHOOL

Pursuant to Part 6, Section 27 (2) of the Education Act 1990, I hereby name the new *Insert school level* **School** at *Insert suburb* (school code *Insert school code*) located at *Insert school address*, "*Insert school name*".

Dated this

day of

Insert Year

Insert Minister's name MP
Minister for Education

EDUCATION ACT 1990

NAMING OF A GOVERNMENT SCHOOL

Pursuant to Part 6, Section 27 (2) of the Education Act 1990, I hereby rename *Insert current school name* at *Insert school address*, "*Insert new school name*" as proposed by the school community.

Dated this

day of

Insert Year

Insert Minister's name MP

Minister for Education

PROPOSED NAME FOR A NEW SCHOOL

This form is to be completed at the School Group or Regional Office level and attached to the submission to the Minister. It is advisable to check the name with the Geographical Names Board at the earliest possible time to ensure there are no issues.

Proposed name:

Local Government Area:

Latitude: Longitude: Lot DP or Por:

Description of feature, including school type, location, address and extent:

.....

The proposed name should be chosen in accordance with the Department's policy on the naming of schools. If the name is *not* the same as the suburb or locality name, the following questions should be answered.

- 1. Explain the reasons for selecting the proposed name, including the significance of the name for the school. Attach separate sheet if insufficient space.

.....
.....

- 2. Where the suburb or locality name has not been used, provide reasons.

.....
.....

- 3. Has the school community been consulted? Yes/No

- 4. Has there been a mutual agreement to the proposed name above? Yes/No
If not, list the other names suggested.

.....
.....

- 5. Has the Department's database of historic names been searched? Yes/No
Is there a duplicate or similar name?

.....
.....

School Education Director:

School Group:

Date:

Regional Director:

Date:

January 2012 - The completed form can be emailed to GNB@lpma.nsw.gov.au for a preliminary check.

PROPOSED CHANGE OF NAME FOR A SCHOOL

This form is to be completed at the School Group or Regional Office level and forwarded with the Submission to the Minister. It is advisable to check the new name with the Geographical Names Board at the earliest possible time to ensure there are no issues.

Name of School at present:

Local Government Area:

Latitude: Longitude: Lot DP or Por:

Description of feature, including school type, location, address and extent (New address if school is changing site):

.....
.....

Proposed name:

The proposed name should be chosen in accordance with the Department's policy on the naming of schools. If the name is not the same as the suburb or locality name, the following questions should be answered.

- 1. Explain the reasons for selecting the proposed name, including the significance of the name for the school. Attach separate sheet if insufficient space.

.....
.....

- 2. Where the suburb or locality name has not been used, provide reasons.

.....
.....

- 3. Has the school community been consulted? Yes/No

- 4. Has there been a mutual agreement to the proposed name above? Yes/No
If not, list the other names suggested.

.....

- 5. Has the Department's database of historic names been searched? Yes/No
Is there a duplicate or similar name?

.....

School Education Director:

School Group:

Date:

Regional Director:

Date:

January 2012 - The completed form can be emailed to GNB@lpma.nsw.gov.au for a preliminary check.

Example 3 - Published Education Gazette:

Education Gazette

Issue No. 3 May 2011

Published under the authority of the Teaching Service Act 1980
ISSN 1440-6318

This publication is issued during school terms for the information of officers and employees in the Teaching Service of the New South Wales Department of Education and Training and for appropriate action where necessary. It is the duty of principals to ensure that each member of the staff has an opportunity to peruse a copy not later than five working days after the date of issue. In addition, one copy is to be placed on the noticeboard. It is essential that a copy also be filed and be available for future reference.

Pam Christie
A/Director-General of Education and Communities
A/Managing Director of TAFE NSW

EDUCATION ACT 1990
NAMING OF A GOVERNMENT SCHOOL

Pursuant to Part 6, Section 27 (2) of the Education Act 1990, I hereby rename the school (school code 8383) located at Great Western Highway, Emu Plains NSW 2750, "Nepean Creative and Performing Arts High School".

Dated this 28th day of February 2011

Verity Firth MP
Minister for Education and Training

EDUCATION ACT 1990
NAMING OF A GOVERNMENT SCHOOL

Pursuant to Part 6, Section 27 (2) of the Education Act 1990, I hereby rename the school (school code 8229) located at Campbell Street, Northmead NSW 2152, "Northmead Creative and Performing Arts High School".

Dated this 28th day of February 2011

Verity Firth MP
Minister for Education and Training

EDUCATION ACT 1990
NAMING OF A GOVERNMENT SCHOOL

Pursuant to Part 6, Section 27 (2) of the Education Act 1990, I hereby rename the school (school code 8436) located at Rowley Road Guildford NSW 2161, "Granville South Creative and Performing Arts High School".

Dated this 21st day of February 2011

Verity Firth MP
Minister for Education and Training

DEFERRED SALARY SCHEME

The Deferred Salary Scheme allows participants the opportunity to take a year away from their normal duties for professional development or industry experience, post graduate study, working in overseas education systems or other activities.

The scheme applies to teachers working in schools, TAFE colleges and campuses, principal, executive staff other than the principal, non school based teaching service staff, chief education officers, related employees based in TAFE or a division and institute managers.

Under the scheme, participants can defer twenty percent of their salary for four years and be paid the deferred salary in the fifth year while on deferred salary leave.

Employees who participate in the scheme from the beginning of 2012 will take the deferred salary leave in 2016.

Eligible employees can apply now to participate in the deferred salary scheme.

Applications to commence in the deferred salary scheme from the beginning of 2012 close on **30 September 2011**.

Further details and application forms can be obtained from the Department's website at <https://www.det.nsw.edu.au/media/downloads/defsalary.pdf> and from Employee Services, Newcastle for school based staff in Hunter & Central Coast, New England, North Coast, Northern Sydney and Western Sydney regions on 1300 338 001, Employee Services, Wollongong for school based staff in Illawarra & South East, Riverina, South Western Sydney, Sydney and Western NSW regions on 1300 338 002, Corporate Employee Services for state, regional and school education area office staff on (02) 9244 5585 or Institute human resource areas for TAFE Institute staff.

Jobs Online

Position vacancies in the NSW teaching service, as well as SASS (School Administrative and Support Staff) positions, are advertised online. Visit www.det.nsw.edu.au/jobs to view current available vacancies and even directly lodge an application online.

A PDF version of the latest Education Gazette is available in the Human Resources Directorate section of the DET intranet site: <https://detwww.det.nsw.edu.au/lists/directories/humanresources/index.htm>

The Education Gazette is produced by Corporate Communication Directorate. Publication enquiries should be directed to telephone (02) 9561 8396. Enquiries concerning teacher gazettals should be directed to School Staffing Unit telephone 13 10 75. Public Schools NSW www.schools.nsw.edu.au



Education & Communities