



## **NAMING OF SCHOOLS**

There may be an occasion when a request is put forward to change the name of a school or propose a name for a new school on its completion. Certain consultation procedures are required to be undertaken to process this change. These procedures are outlined below.

### **PROCEDURES**

The parent council should be asked by the Head of Education to propose up to four suitable names for consultation with appropriate persons connected with the school including parents and staff. The board will be asked to outline briefly their reasons for putting forward their proposals. This may help those consulted to reach an informed view on the alternatives open to them. Initial discussions on the names proposed should be held with the local member and in the case of Roman Catholic schools the Church representative on the Education Committee.

A letter to parents (one per household), pupils (in the case of secondary schools), all staff, other interested parties (e.g. the parent/teacher association), should be issued by the head teacher asking them to submit on the ballot paper provided their preferred name from the proposals put forward by the board.

The parent council should consider the responses, normally accepting the majority view of all responses received. At this stage the local member and in the case of Roman Catholic schools the Church representative on the Education Committee should be asked for their views on the name chosen by the majority of parents, pupils and staff. Thereafter the Head of Education should prepare a brief report for the Education Committee which will ask for approval of the school name recommended by the parent council.

Where no name emerges ahead by a margin of more than 10% of the votes cast a reconsultation should take place involving the names which had attracted the most support. This should take the form of a ballot of parents, pupils (in the case of secondary schools), and all staff employed in the school. After seeking the views of the local member and where appropriate the Church representative, the Head of Education will report the outcome of this ballot to the Education Committee to allow a final decision on the naming of the school to be taken.

Where a parent council has not been formed, the above procedures should still be carried out by the head teacher with parents' or parent/teacher associations proposing the suitable names on which a ballot would be conducted as indicated.

Where there is no parents' or parent/teacher association the above consultation procedures should be undertaken by the head teacher and the results relayed to the Head of Education to allow him/her to prepare a report for consideration by the Education Committee.

In the case of naming or renaming of pre five establishments it is proposed that the procedures should follow those for schools where no parent council has been formed.