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East Dunbartonshire Council

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People Matter 
Education, People & Business

Education Procedure Manual 3/32

Naming of Schools

Education, People & Business



Effective from: September 2022

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:

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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

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1.0 POLICY STATEMENT

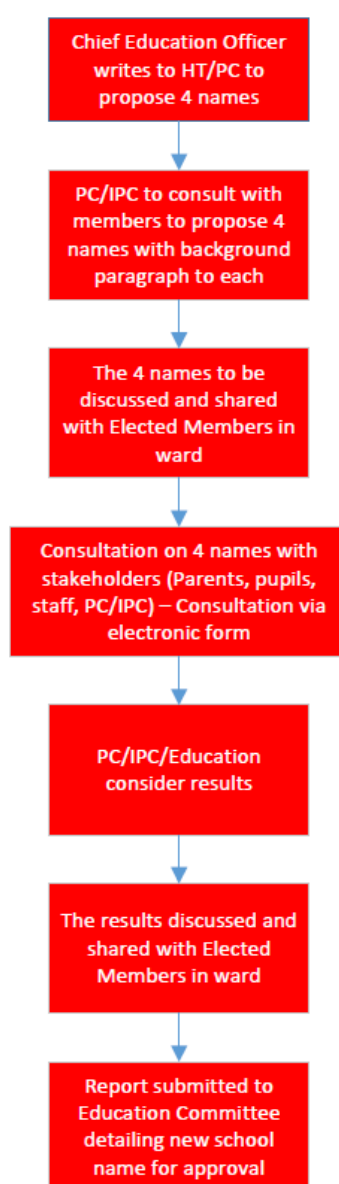
- 1.1 This Procedure Manual outlines the process to be followed for the naming of schools within East Dunbartonshire Council.

2.0 SCOPE

- 2.1 There may be an occasion when a request is put forward to change the name of a school or to propose a name for a new school upon its completion. There is a consultation process and procedures which are required to be undertaken when naming a school.

3.0 REFERENCES AND RELATED DOCUMENTS

- 3.1 Flowchart showing steps:



4.0 PROCEDURE OUTLINE

4.1 Naming of schools / early years centres

- 4.1.1 The parent council should be asked by the Chief Education Officer to propose up to four suitable names for consultation with appropriate persons connected with the school including parents and staff. The parent council / interim parent council 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.
- 4.1.2 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 parent council / interim parent council.
- 4.1.3 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 Chief Education Officer should prepare a brief report for the Education Committee which will ask for approval of the school name recommended by the parent council.
- 4.1.4 Where no name emerges ahead by a margin of more than 10% of the votes cast a further consultation should take place involving the names which had attracted the most support. This should take the form of a ballot of relevant stakeholders: Elected Members, Parent Council, Parents, Pupils (in the case of secondary schools), and all staff employed in the school. After seeking the views of the Elected Members and where appropriate the Church representative, the Chief Education Officer 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.
- 4.1.5 Where a parent council/interim 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.
- 4.1.6 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 Chief Education Officer to allow him/her to prepare a report for consideration by the Education Committee.
- 4.1.7 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.

5.0 GDPR STATEMENT

- 5.1 East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our website: www.eastdunbarton.gov.uk/council/privacy-notices.

6.0 POLICY REVIEW STATEMENT

6.1 This policy will be reviewed in three years or in line with:

- Legislative Change.
- Other external factors.
- Evaluation of the effectiveness of the policy