

GUIDELINES

NAMING NORTHERN TERRITORY GOVERNMENT SCHOOLS

Responsibility of: School Support Services
Effective Date: July 2016
Next Review Date: July 2020
Target Audience: Staff, parents and the community

FILE2015/280
EDOC2016/16987
Version Number: 2.0

1. INTRODUCTION

All new and changed school names are approved by the Minister for Education.

These guidelines align with the [Education Act](#) and are to be used when creating new or changing existing school names and to support community consultation. They outline the conventions and process for naming government schools. A flowchart summary of this process is at Attachment A.

Use of standard naming conventions ensure that schools are named consistently. This facilitates record keeping and data management and avoids confusion for Northern Territory (NT) Police, Fire and Emergency Services when locating schools during emergencies.

2. DEFINITIONS

Approved names are those approved by the Minister for Education under section 15(5)(c) of the *Education Act* and are subsequently registered on the NT Place Names Register.

Function descriptor is the second part of a school's name that indicates the type and scope of educational programs offered.

NT Place Names Register is the official register of place names in the NT administered by Lands and Planning.

School for this guideline means a government school.

Unique descriptor is the first part of a school's name that provides a unique identity and distinguishes it from other schools in the NT. The unique descriptor may reflect the school's location.

3. ROLES AND RESPONSIBILITIES

Chief Executive will:

- advise the Minister about the name proposal and progress of the naming process.

Principals will:

- discuss initial naming proposal with School Operations (North or South) before commencing community consultation
- coordinate community consultation process in conjunction with the school representative body
- obtain in principle support of the proposed name from the Place Names Unit within Lands and Planning
- on completion of community consultation prepare a memorandum to the Director School Operations (North or South) to seek ministerial approval for creation of a new name or for changing an existing school name
- on approval of the new or changed name, arrange for related changes to signage, stationary and uniforms etc. as required and negotiated with School Operations (North or South).

School Operations North or South will:

- provide guidance to the school throughout the process
- recommend the function descriptor which reflects the approved educational services that the school provides
- apply for an instrument for the minister's approval of the new name
- arrange Gazettal of the new name when ministerial approval is received
- send a copy of the Gazette notice to the Lands and Planning Place Names Unit to advise about the name change for inclusion in the Place Names Register
- coordinate advice of the name change to other sections of the department as appropriate.

School representative bodies will:

- work with the principal to initiate options for the proposed new name
- support the community consultation process in conjunction with the principal
- endorse the unique descriptor to be used in the school name.

4. GUIDELINES

ACTION	RESPONSIBILITY
New schools A principal is appointed to a new school and works with School Operations (North or South) and parents of proposed new students to identify a name for the school.	Principal and School Operations (North or South)
Changing a school name Principals must first discuss the naming process with their relevant School Operations section (School Operations North or South).	

<p>1. Choosing a name</p> <p>The principal works with the proposed parents of a new school or the school representative body of an existing school to initiate options for the new name. The proposed school name must comply with the Northern Territory Rules of Nomenclature and include:</p> <ul style="list-style-type: none">• a unique descriptor and• a function descriptor. <p>Unique descriptors</p> <p>The geographic location of a school is often used as the unique descriptor. As a general rule, preference should be given to the original (or first published) geographic name of the area. However, other names may be considered provided they are consistent with the Northern Territory Rules of Nomenclature and have sufficient community support.</p> <p>Schools that wish to use Aboriginal and Torres Strait Islander names should consult with traditional owners of the area and also follow the Geographical Names of Australasia Guidelines for Consistent Use of Place Names. This document also includes Dual Naming Depiction Guidelines.</p> <p>The unique descriptor should be determined through extensive consultations with all relevant stakeholders, including members of the school, the wider community and senior department staff.</p> <p>Function descriptors</p> <p>School Operations (North or South) provide advice and information about function descriptors.</p> <p>The function descriptor should reflect the approved educational services provided by the school and be consistent with those used by other government schools in the NT. However, from time to time, use of alternative function descriptors may be necessary. In such cases, the principal should seek advice from their relevant School Operations (North or South) and the use of the alternative function descriptor must be endorsed by the relevant Executive Director.</p> <p>Function descriptors currently in use by the department for naming schools are:</p> <ul style="list-style-type: none">• School• Primary School• Middle School• High School• Senior College.	<p>Principal and school representative body</p>
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<p>4. Approval On receipt of Ministerial approval School Operations arrange for the new name to be published in the government Gazette and they then send a copy of the Gazette notice to the Place Names Unit via email to place.names@nt.gov.au</p>	<p>Minister and School Operations</p>
<p>5. Publication The Place Names Unit adds the new name to the Place Names Register.</p>	<p>Place Names Unit</p>
<p>6. Implementation School Operations communicates information to the rest of the department as appropriate.</p> <p>The school negotiates with School Operations about requirements for changing signage, stationery, uniforms and the school representative body constitution etc. and then implements the required changes.</p>	<p>School Operations</p> <p>Principal</p>