



**Protocols for schools where recess, closure, amalgamation or other educational provision models are to be considered.**

The NSW Department of Education and Communities, the NSW Primary Principals' Association and the NSW Secondary Principals' Council have developed protocols to guide consultation processes when a school's future educational provision is being considered.

These protocols apply to all NSW government schools, regardless of their size.

If recess, closure, amalgamation or an alternative educational provision model is seen to be an appropriate response, these steps should guide further decision making.

**Step 1:** The Director and Principal discuss options for future delivery of education of a school. This could be initiated by the Director or Principal. These options include:

- Maintain operations.
- Consider that the school be placed in recess, amalgamate operations with nearby schools, devise an alternative educational provision model, or be closed.
- The Director provides a briefing to the Executive Director.

**Step 2:** The Executive Director seeks approval from the Deputy Secretary to consult locally.

**Step 3:** If recess, closure, amalgamation or other educational provision model is to be considered the Director/Executive Director contacts the Local Member, NSWPPA Executive, NSWSPC Executive and NSW Teachers Federation.

**Step 4:** The Executive Director develops a Fact Sheet for the information of the DEC Senior Executive and NSW Teachers Federation.

**Step 5:** If local consultation is approved by the Deputy Secretary, a School Consultative Group is formed consisting of:

- The Director
- Principal (with access to support from their relevant Professional Association)
- Principal of the impacted school or schools, if amalgamation or other educational provision model is a consideration

- P&C representative or parent representative (if there is no legally constituted P&C)
- If required, a relevant DEC officer to provide particular advice and support, such as Human Resources or Assets
- Local NSW Teachers Federation Organiser.

**Step 6:** The School Consultative Group organises staff, and the parent community (including the school's P&C Association) meetings to:

- Use data to assess current conditions and consider the best educational provision for students at the school.
- Discuss the school's role and contribution to the local community.
- Provide a summary of research to explore other educational delivery models.
- Discuss options for the school's future delivery model.
- Discuss future options for students, principal and staff.
- Discuss future options for the school's assets and resources.

**Step 7:** The Director and Principal meets with principals of nearby schools, including where students are likely to transfer, to ascertain that:

- The needs of transferring students will be met.
- Local communication about changes at the school is consistent.

Transport NSW confirms suitable travel arrangements can be put in place, if required.

The Consultative Group is informed of proposed arrangements.

**Step 8:** The Director concurrently works with State Office to ensure arrangements are made for school's staff, assets and finance.

- The relocation of permanent staff is negotiated, including provision of staff support from the WH&S Directorate.
- Accelerated condition assessment of work required at the nearby schools given the incoming transfers, if required.
- Consideration is given to responsibility for the management of the schools finances.
- Notification is provided to the school's cleaning contractor.

The School Consultative Group is informed of interim arrangements.

**\*Step 9:** The Director continues the recess, closure, amalgamation or other educational provision model process, if:

- The majority of parents of students at the school decide to negotiate recess, a school closure or amalgamation, or
- The school is a one teacher school, or
- The Minister is satisfied that there are exceptional or emergency circumstances which require an earlier closure.

**\*Step 10:** If no parental consensus is reached, an Executive Director can:

- Maintain operations.
- Seek approval to place the school into recess or closure.
- Request that the Minister announces a proposed school closure and requests the establishment of a School Closure Review Committee (Section 28, Education Act, 1990).

**Step 11:** The Director in consultation with the School Consultative Group develops a recess, school closure, amalgamation or other educational provision model implementation plan, to ensure key support and resources are available.

- Student educational and welfare needs, including new uniforms and transport.
- Relocation of permanent staff.
- Counselling support.
- Communication strategy, including communication with local councils, shops, sport providers and police.
- Assets management.
- Financial management - with reference to the *School Closure Support Guidelines* where applicable.
- Resources management, including technology, furniture, equipment, utilities, records and memorabilia.
- Timelines.
- The role of the P&C and local community.

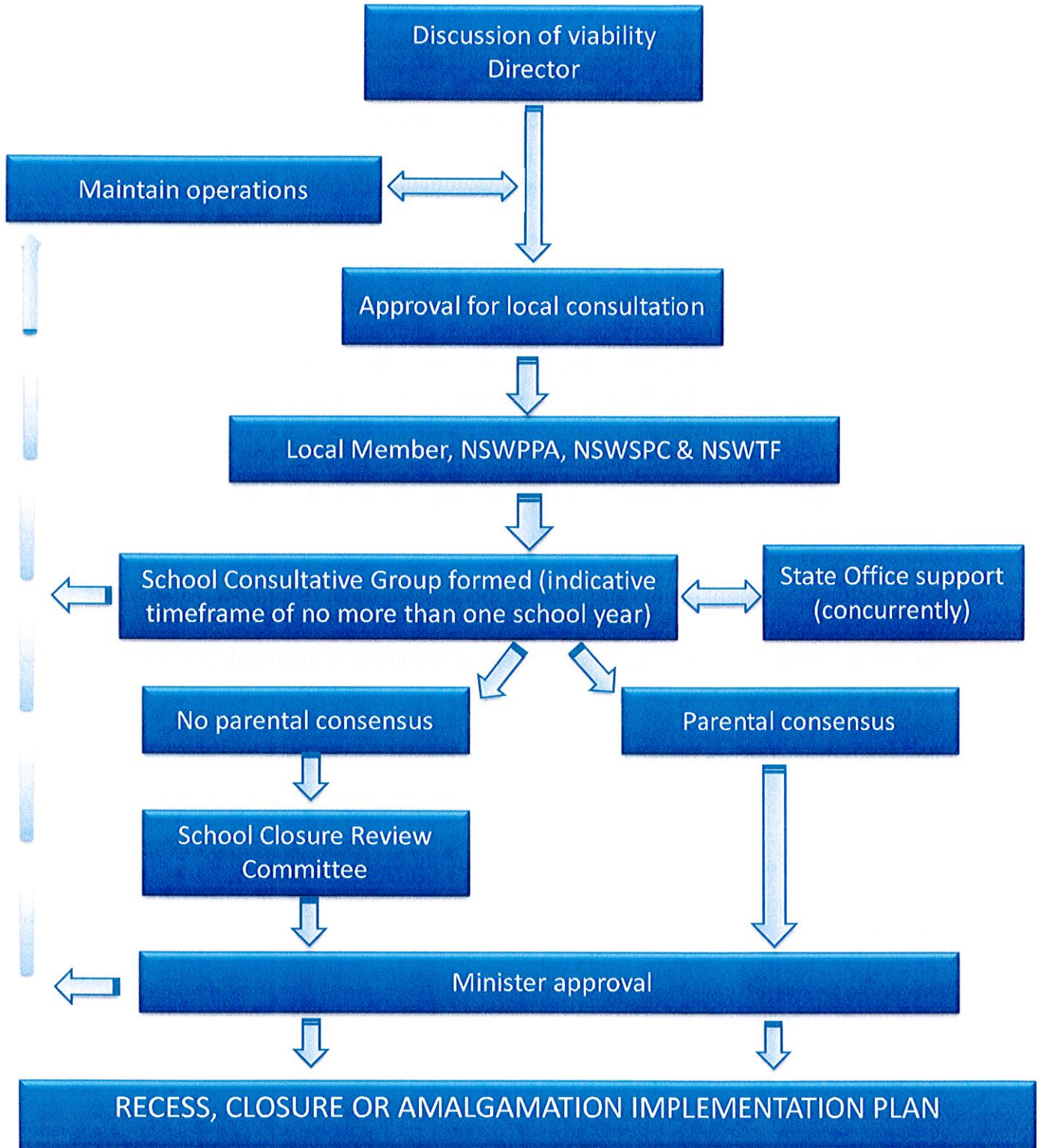
\* Steps 9 and 10 are determined by the 1990 Education Act (Section 28).

Appendices:

- A. Protocols flowchart
- B. Sample Fact Sheet



# Appendix A: Protocols Flowchart





## Appendix B: Sample Fact Sheet

The \_\_\_\_\_ School site will be placed in recess at the end of the \_\_\_\_\_ school year. This has been a difficult decision made by the school community. This document will help to explain how that decision was made and how students and their parents will be supported.

Why is the school site being placed in recess and the students moved to other schools?

Enrolment trends							
	2010	2011	2012	2013	2014	2015	2016
Total enrolments							

How will consultation occur?

What will happen to the students at the school?

What will happen to the school's facilities and land?