# Making changes to school hours – Process checklist for principals

*To be read in conjunction with the* [*Making changes to school hours procedure*](https://ppr.mpe.qed.qld.gov.au/pp/making-changes-to-school-hours-procedure)*.*

### **Proposal**

**1. Conduct internal assessment:**

[ ]  Identify the type of flexible school hours wanted and for which student cohort/s.

[ ]  Ensure the [P-12 CARF requirements](https://education.qld.gov.au/curriculums/Documents/p-12-curriculum-assessment-reporting-framework.pdf) can still be met.

[ ]  Ensure alignment with all legislative requirements, including [human rights](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005) and [anti-discrimination](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085).

[ ]  Determine compatibility with [industrial awards and certified agreements](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/awardspayscales) (in consultation with the Regional HR Business Partner).

[ ]  Determine if sufficient school staff capacity (teaching and non-teaching) exists.

[ ]  Determine if appropriate school facilities and resources exist to accommodate the proposed school hours.

[ ]  Determine whether parent and community expectations can be sought and met.

[ ]  Consider whether kindergarten delivery requirements can be met (selected schools only).

[ ]  Determine whether school transport services can accommodate the change to school hours, and any other transport impacts/costs. (Note: where relevant, Translink should be contacted for advice).

[ ]  Consider school resources to ensure appropriate supervision of students for a reasonable period before and after proposed school hours.

**2. Seek Regional Director’s (or their nominated approver’s) approval for commencing stakeholder consultation:**

[ ]  Prepare a stakeholder consultation plan.

[ ]  Submit the stakeholder consultation plan to Regional Director (or their nominated approver) for approval.

**3. Consult stakeholders, and document feedback and outcomes in the stakeholder consultation record**

**4. Seek Regional Director's (or their nominated approver’s) approval for a trial:**

[ ]  Submit a proposal for a limited duration trial that includes the consultation record.

**5. Communicate with stakeholders about trial:**

[ ]  Communicate Regional Director’s (or their nominated approver’s) decision about the trial to relevant stakeholders.

[ ]  If approved, determine trial commencement date.

[ ]  Commence trial.

### **Trial**

**6. Supervise and support:**

[ ]  Determine whether to establish a representative taskforce to implement and monitor trial.

[ ]  Identify and collect relevant data (such as attendance rates, compliments and complaints).

[ ]  Establish a process to identify, report and manage issues.

### **Evaluation**

**7. Analyse, recommend and report**:

[ ]  Collect and analyse findings of the trial (including impact on students and other stakeholders), and collate into a trial report.

[ ]  Determine recommendation from the trial (e.g. extend trial, adapt trial, proceed to full implementation, revert to previous hours).

[ ]  Share findings from the trial with stakeholders and Regional Director (or their nominated approver).

[ ]  If reverting to previous hours or extending the trial, notify Regional Director (or their nominated approver).

### **Full implementation**

**8. Seek Regional Director (or their nominated approver) approval for full implementation:**

[ ]  Submit a proposal to fully implement changed school hours which includes regular monitoring and review schedule, and the trial report.

**9. Communicate with stakeholders about full implementation:**

[ ]  Communicate Regional Director’s (or their nominated approver’s) decision about full implementation to key stakeholders as soon as practicable.

[ ]  If full implementation is approved, provide further details about implementation to stakeholders (e.g. frequency of reviews).

**10. Publish information:**

[ ]  Use a wide range of channels to publish information about the new school hours:

* School website, social media, newsletters
* School signage (electronic/static)
* Local council and community publications

### **Review**

**11. Regular review:**

[ ]  Conduct regular reviews (at the intervals agreed to in stakeholder consultation and at least every two years) of the implementation of the changed school hours (including impact and issues).

[ ]  Make and document minor adjustments to implementation based on review findings.

[ ]  Discuss with Regional Director (or their nominated approver) if significant adjustments to implementation are required.