# **Making changes to school hours** – Stakeholder consultation plan for Click or tap here to enter school name.

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| *To be completed by the Principal***Proposed timeframe for consultation:** Start Click or tap to enter a date. Finish Click or tap to enter a date.**Comments from the Principal:**

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Name of Principal: Click or tap here to enter a name.Date submitted: Click or tap to enter a date. Signature:  |

**Current school hours:**

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| --- | --- | --- | --- |
| Start time |       | Finish time |       |
| Days of the week: [ ]  Mon [ ]  Tue [ ]  Wed [ ]  Thu [ ]  FriDetails (include additional start/finish time if different on other days, and/or which student cohorts it will apply to):      |

**Proposed school hours:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start time |       | Finish time |       |
| Days of the week: [ ]  Mon [ ]  Tue [ ]  Wed [ ]  Thu [ ]  FriDetails (include additional start/finish time if different on other days, and/or which student cohorts it will apply to):      |

**Stakeholders to be consulted *(select all that apply)*:**

| Stakeholders  | Name/s of representative/s (if known) |
| --- | --- |
| [ ]  Aboriginal and Torres Strait Islander community |  |
| [ ]  Chamber of Commerce |  |
| [ ]  Childcare and Outside of School Hours Care providers |  |
| [ ]  Community centres, sporting groups/organisations |  |
| [ ]  Community groups and local businesses |  |
| [ ]  Disability services providers |  |
| [ ]  Government agencies (e.g. Department of Transport and Main Roads, Child Safety Services, local council) |  |
| [ ]  Health and medical centres |  |
| [ ]  Isolated Children's Parent Association |  |
| [ ]  Local consultative committee |  |
| [ ]  Local Member of Parliament |  |
| [ ]  Local schools  |  |
| [ ]  P&C Association |  |
| [ ]  Parents/carers (of all students) |  |
| [ ]  Queensland Teachers’ Union and other relevant affected unions |  |
| [ ]  School staff |  |
| [ ]  School transport operators (e.g. Translink) |  |
| [ ]  Students |  |
| [ ]  Other |  |

**Topics to be discussed with stakeholders:**

**Elaborate on the proposed changes to school hours**

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| *(e.g. hours / students / campuses)*      |

**Implications for school transport operations**

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| *(e.g. bus service times / changes to frequency of services)*      |

**School’s capacity for the changed school hours**

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| *(e.g. staff / facilities / curriculum requirements / resources)*      |

**Explain other related changes**

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| *(e.g. school timetabling / roll marking practices)*      |

**Supervisory arrangements for students**

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| *(e.g. before / after school)*      |

**Implications of changed hours for stakeholders**

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| *(e.g. duty of care)*      |

**Risk management**

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| *(e.g. identified risks / likelihood / impact / potential mitigation actions)*      |

**Next steps**

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| *(e.g. trial approval process)*      |

**Other**

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**Consultation format *(select all that apply)*:**

[ ]  Individual meetings (in person or online)

[ ]  Forums (in person or online)

[ ]  Email/written communication

[ ]  Other:

**Any other information you would like to provide?**

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**Regional Director’s or their nominated approver’s decision:**

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| *To be completed by the Regional Director or their nominated approver***Decision:** Choose an item.**Attachment:**[ ]  Human rights impact assessment I have considered the application of human rights in connection with my decision in accordance with the *Human Rights Act (2019)*. I consider my decision to be compatible with human rights. <***Add the following sentence if relevant, delete if not:*** While some rights may be limited, they are limited in a way that is reasonable and justifiable.> **Comments from Regional Director** **or their nominated approver:**

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Name of Regional Director or their nominated approver: Click or tap here to enter a name.Position:      Region: Choose a region.Date: Click or tap to enter a date. Signature: *\*\*\*\*\*Please return to the Principal for recordkeeping\*\*\*\*\** |