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

**Current school hours:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start time |  | Finish time |  |
| Days of the week:  Mon  Tue  Wed  Thu  Fri  Details (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  Fri  Details (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:**   |  | | --- | |  |   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\*\*\*\*\** |