# Making changes to school hours – Process checklist for principals

*To be read in conjunction with the* [*Making changes to school hours procedure*](https://ppr.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.