

## Policy and Procedure Register updates – Summary of changes to:

### Making changes to school hours procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>State school principals can currently adjust school hours to suit students' educational programs and local circumstances, without the need for regional or Central Office approval.</p> <p>This has resulted in various operating hours across the State and inconsistent processes for consultation and implementation of changed school hours.</p> <p>The <i>Making changes to school hours</i> procedure has been developed to streamline processes for changing school hours and to create consistency in relation to consultation, approval and implementation.</p>		
<b>2. Summary of changes</b>		
<p>The <i>Making changes to school hours</i> procedure requires schools and regions to follow mandatory processes for consultation, approval and implementation in relation to changing school hours.</p> <p>The procedure outlines:</p> <ul style="list-style-type: none"> <li>• the essential elements of a mandatory consultation process;</li> <li>• key stakeholders to be consulted, recognising different community demographics;</li> <li>• the requirements for documenting the consultation process and outcome;</li> <li>• a process to seek and record approval from the Regional Director or their nominated approver;</li> <li>• a requirement for a centrally accessible register of approved arrangements to be maintained; and</li> <li>• requirements for ongoing review of approved arrangements.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
Principal	<ul style="list-style-type: none"> <li>• Manage the proposal, trial (including evaluation of trial), implementation, and review of changed school hours</li> <li>• Seek relevant approvals from the Regional Director or their nominated approver</li> <li>• Communicate about changed school hours with the school and wider community</li> </ul>	Pg. 2

Regional Director or their nominated approver	<ul style="list-style-type: none"> <li>• Make decisions about consultation, trial and full implementation of changes to schools hours</li> <li>• Provide information about changed school hour arrangements to Disability, Inclusion and Student Services Branch</li> </ul>	Pg. 2
Disability, Inclusion and Student Services Branch	<ul style="list-style-type: none"> <li>• Update and maintain a statewide school hours register</li> </ul>	Pg. 3

#### 4. Communication and support for implementation

- Routine internal communication channels will be used to communicate the availability of the procedure to departmental staff – ConnectEd, OneSchool homepage message.
- The procedure includes a number of templates to support principals and regional directors (or their nominated approver) to complete relevant processes and approvals.

#### For further assistance, please contact:

- Procedure contact:  
For further information, please contact your [closest regional office](#).

Regional office staff can contact:  
Disability, Inclusion, and Student Services Branch  
Email: [Enquiries.DISSOps@ged.qld.gov.au](mailto:Enquiries.DISSOps@ged.qld.gov.au)