



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Naming of Physical Features Policy

PURPOSE OF THE POLICY

The purpose of this policy is to provide the:

- principles for the naming of physical features at the Rockhampton Girls Grammar School;
- consultation and approval process for submissions to the Board; and
- design of naming plaque and unveiling protocols.

POLICY

Scope

This policy applies to the naming of:

- an oval;
- a sports court;
- a garden area;
- a buildings
- areas with buildings (e.g. a room or foyer); and
- other physical features.

Context

In special circumstances, the RGGGS Board of Trustees may name buildings, areas within buildings or other physical features after significant individuals or corporations who have rendered significant service to the School.

Principles:

- Names will be bestowed on “permanent” buildings only.
- Names bestowed on areas within a building may be different to the name (if any) bestowed on the building itself.
- Except in recognition of benefaction, a building or feature would not normally be named after a person who is still actively associated with the School.
- A building would not normally be named to reflect the discipline taught or function carried out within the building, as these may change over time. However, with a special purpose building, it may be appropriate to combine an honour name with a functional name (e.g. the Joseph Banks Research Building).
- The usual form for the name of building will be commonly used first name/surname/building (e.g. the Kate Blanchett Theatre).
- If a substantial portion of the capital cost of a building or other physical feature is met by a donation, or in response to a substantial gift for another purpose, with the agreement of the donor, the building or feature may be named after a particular person or corporation.
- The reputation of the person or corporation concerned should be carefully considered before a recommendation is made to name a facility after that person or corporation. The Board reserves the right to reverse a decision on naming, should the name in question fall into disrepute or for any other reason.



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Consultation Process:

Before a submission is put to the Board of Trustees for the naming of a building or physical feature, the Principal will consult within the School with respective building users and as appropriate, with other bodies such as:

- Teaching and Administration Staff
- RGS Parents and Friends Association Inc
- RGS Old Girls Association Inc.
- Senior Student Body

Approval Process:

- Submissions for the naming of a building or other physical feature should be directed to the Principal in the first instance for endorsement before bringing forward the proposal to the Board for approval.
- Submissions should outline the following details:
 - suggested name for building or physical feature
 - rationale for naming of building or physical feature
 - cost implications e.g. production of a naming plaque
 - suggested dates and attendees at an unveiling ceremony.

Design of Naming Plaque:

A sketch of the naming plaque design should be included with the submission. Key facts that are to be stated on the design should include the name of the building, the date of opening and by whom opened. The Board of Trustees reserves the right to change the design to be consistent with other naming plaques within the school.

Unveiling Protocols:

Consideration should be given to inviting special guests at the unveiling of the naming plaque. These would include:

- the benefactor, individual or corporation representative who have been honoured with the naming of the building or physical feature
- Principal and other senior members of staff
- Members of the Board of Trustees
- Member of the Parents & Friends Association
- Member of the RGS Old Girls Association Inc.
- Other members of the school and local community as appropriate.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGS Executive
Review Date	Biennially
Access	Public Availability – RGS Website

RELATED POLICIES AND DOCUMENTS

RGS Board Code of Conduct Policy