

Our Lady of the Sacred Heart

Catholic College

COLLEGE POLICY



CHANGE OF PREMISES POLICY AND PROCEDURE

Purpose:

The purpose of this policy is to manage the change of premises if any and minimise the impact on students. Premises imply head office and campus locations. It does not refer to change of training rooms within the same campus.

Relevant to:

All Staff | All Students | All Parents/Guardians | All Interested Parties

Date of effect:

06/2021

Review date:

06/2024

Policy Statement:

- a) Advise students in advance of any change of premises. All students including those who have been issued a CoE whether in country or out of country will be notified by any change of premises if applicable.
- b) Advise all parents/guardians of any change of premises.
- c) Advise all interested parties of any change of premises.

Procedure:

- a) Identify any proposed changes.
- b) Identify impact on students. The College will do a risk assessment.
- c) Notify students by email and on notice boards of any relocation within 20 working days.
- d) Notify parents/guardians and interested parties by email, newsletter, facebook, media.