



Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

School and Kindergarten

Changes to working spaces- procedures

Rationale: to ensure that any changes made are effectively planned with staff consultation

Use: for any changes to classroom spaces, outside areas, shared areas, office spaces

Procedure

If a staff member wishes to make a permanent change to their room, the grounds or other shared area, they are asked to follow these steps:

1. Consult with the staff directly affected (e.g. for the kindergarten room, they would consult with Kindergarten teachers, for a school room with the school teachers, for the entrance way, the whole College of Teachers etc)
2. Make a formal written request to the Management Group to notify them of the request, how it would be financed, who has been party to the consultation and if necessary a drawing of the proposal.
3. If the matter makes a significant permanent change to the land and buildings then the Proprietors' Trust would be consulted with via the Management Group or the Board would be consulted if it required Board funding.

The Management Group meets weekly would provide feedback after that meeting. The Trust and the Board of Trustees meet monthly – dates in the newsletter.

Date of last review: October 2019

Name:

Position:

Signed: _____