

Dear Principal

Official Openings

October 2017

Official openings of new school buildings, extensions and facilities are important and exciting events for schools, their staff and pupils and the local communities. They are a great celebration and recognition of success for all involved.

We recognise that schools make great efforts to plan and manage these events taking into consideration the wishes of the local community.

As the managing authority for controlled schools, the Education Authority (EA) has a responsibility to ensure that there is consistency of approach to official openings. We will also help support schools in the planning and management of these events, ensuring that the EA Chair is available to take part in formal proceedings. As significant investment is made by the Department of Education (DE) in capital projects, we also need to ensure that the Education Minister is involved.

Official openings should be recognised as a significant day. Whilst there are important roles for the EA Chair and the Education Minister, we would also like to support schools in ensuring that these events continue to reflect the expectations of the local school community. Schools may of course wish to invite special guests to be part of the celebrations.

EA will support and advise schools in the planning and management of official openings to ensure consistency of approach and to help maximise positive publicity for the school. To assist we have produced 'Guidelines for Official Openings in Controlled Schools' which can be accessed on the EA website – click [here](#).

If you are planning an official opening event, please contact the EA Communications Office no less than three months prior to the proposed date of the official opening. To discuss your plans with a Communications Officer who will support you in planning your event please email comms@eani.org.uk or call 028 8241 1468.

Yours sincerely

GAVIN BOYD
CHIEF EXECUTIVE

CC Chair of Board of Governors