



Religious Education Policy

School Context:

Epping Boys has a Middle School (Years 7-9) and Senior School (Years 10-12) structure which endeavour to meet the needs of the 'whole boy', academic, social, emotional, physical and spiritual. The school community is inclusive and diverse with 55% of students from non-English-speaking backgrounds and an Inclusive Education Faculty. All boys are encouraged to strive for excellence, engaging with and contributing to the school community.

Purpose of Policy:

Special religious education is education in the beliefs and practices of an approved religious persuasion by authorised representatives of that persuasion.

The purpose of this policy is to articulate and communicate strategies for coordinating student engagement in special religious education (SRE) and Voluntary religious activities and prayer groups at Epping Boys High School, including staff roles, allocated responsibilities and procedures for coordinating timetabled special religious education and voluntary initiated sessions during break times. This policy reflects the guidelines stated in the Department of Education's Religious Education policy.

Organisation of Special Religious Education Activities:

Epping Boys High school has a school Chaplain that supports the implementation of SRE. All students have the opportunity to engage in a range of SRE groups including Protestant, Catholic and Muslim faiths. These groups are based on information provided at enrolment where parents sign and return an SRE participation letter. A Non-Religious Education alternate is quiet reading and private study in supervised areas of the school, based on year groups.

Each Wednesday students in years 7-9 participate in SRE or non-SRE from 8.45am to 9.15am. Senior students (years 10-12) are provided with Senior SRE seminars each term. Students in Years 10 and 11 currently participate in four seminars and students in Year 12 participate in three seminars. Seminars involve guest speakers, coordinated by the school Chaplain, addressing issues of faith as it interacts with everyday life. Information regarding these events is communicated through the school newsletter and website.

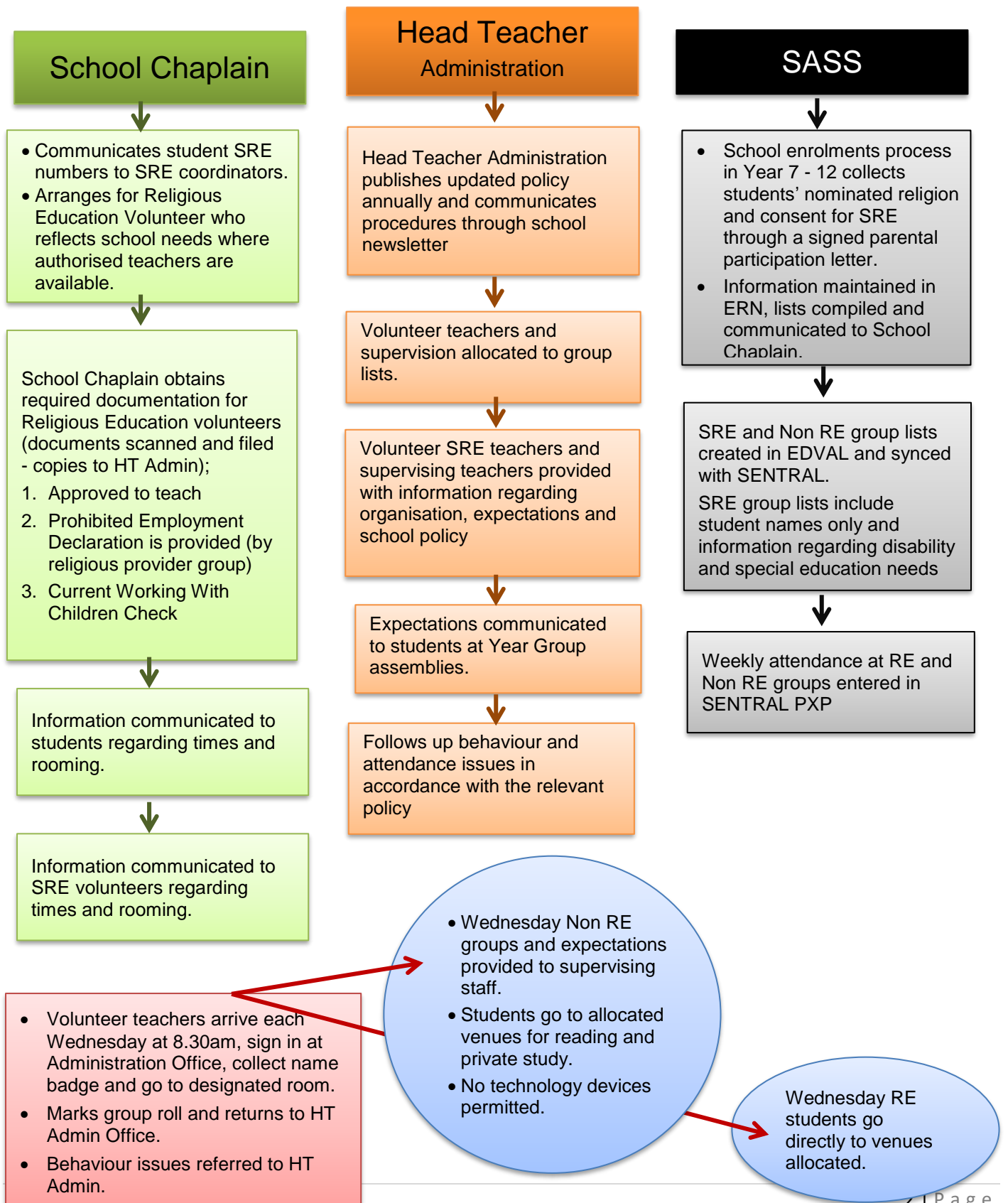
Parents can choose for their children to opt out of SRE and attend a Non-Religious Education alternative, provided this is communicated in writing prior to weekly or annual events.

As of: 4 February 2019

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In consultation with: Tim O'Brien (Principal), School Executive

Organisation of Special Religious Education



Voluntary Student Activities

Prayer Group Organisation

2019 Groups

Monday – Thursday:
Islamic prayer room -
No group activities.

Room C8 provided for
private prayer for
Islamic students
during lunch.

Tuesday: Christian
ISCF (Inter School
Christian Fellowship)
leaders meeting
Held in C7 or J1

Friday: Islamic Prayer
group

Held in C8 or, if
unavailable, J4

Friday: Christian
Prayer group

Held in C7, or if
unavailable, J1 or J4

School Chaplain

Liases with Volunteers: Facilitating
groups, ensuring relevant
documents received, reviewed and
filed
Communicate organisation
procedures and expectations

Promotes engagement in SRE
and Prayer groups within the
school in newsletter, webpage
and morning assembly. Makes
permission letter available.

Allocate rooming and
supervision with HT Admin
and School Timetabler.

Student/s return annual
letter of consent from
parent/carerer

Volunteers sign in and
collect group lists from
Head Teacher
Administration Office
Documents outlining
session activities given to
HT Admin
Alternate supervision
arranged where required

Student group lists
created and distributed
to relevant staff and
locations - HT Admin,
School Chaplain

Groups meet in designated room. List of participating students
recorded on group list.

Supervision by nominated staff member and School Chaplain

Roles and Responsibilities

Principal:

- Ensure allocation of specific time for Special Religions Education within the timetable
- Ensuring that no academic instruction or formal school activities occur during allocated SRE time
- Ensures that activities of a religious nature are delivered by religious persuasions that have the approval of the Minister of Education
- Ensure procedures for Religious Education are outlined and followed
- Manage complaints concerning alleged teaching inefficiency or inappropriate content

Head Teacher of Administration:

- Oversee all aspects of the entire SRE/voluntary prayer group program
- Ensure that all volunteers are aware of School/DoE SRE policies
- Lead in collaboration with the school chaplain, the implementation, organisation and structure of all SRE and prayer group activities
- Promote SRE to parents through information distributed in Newsletter, School Website and Parent Portal
- Ensuring adequate supervision for non SRE 7-9 classes from 8.45am-9.15am every Wednesday. Casual staff/rotating faculties/ minimal supervision policy
- Maintain records including SRE teacher sign on sheets, SRE and non SRE rolls (for both SRE classes and seminars) and prayer groups. (Maintain and monitor online roll marking through Sentral / PXP)
- Ensure any changes to SRE / prayer group structure includes consultation with Principal and communicated to parents and carers
- Ensure all SRE teachers (volunteers) are approved to teach and have signed a prohibited employment declaration through the religious provider group
- Ensure all SRE teachers/volunteers have a Working With Children check including collecting and documenting evidence (Letter kept on file from religious provider) with a list of all SRE teachers WWCC.
- Maintain a list of approved SRE providers
- To ensure all participants of voluntary prayer groups (Not considered part of the SRE program) have parental permission obtained and recorded.
- Ensure content and activities of SRE / prayer groups are monitored in collaboration with school chaplain including regular visits, collection and filing of sermons of both Christian, Islamic prayer and other groups that are provided with permission to operate.
- Manage issues related to absent staffing including chaplain or SRE teachers including roll marking and supervision.
- Manage attendance issues associated with SRE following Fractural Truancy Procedures – EBHS Attendance Policy 2018.
- Manage behaviour referrals in accordance with Behaviour Management Policy.
- Follow up any student concerns on content or it's delivery in SRE lessons.
- Make room changes when normal SRE/non-SRE rooms are not available and communicate any changes to all staff and SRE teachers.

School Chaplain:

- Coordinate planning for Special Religious Education, arranging meetings with relevant persons to plan ongoing and yearly programs.
- Liaise with SRE teachers and communicate procedures and operations of the school, eg sign-in procedures and wearing name tags
- Liaise with SRE teachers and communicate any variations to routine, eg room changes
- Maintain SRE records including current list of approved RE teachers
- Advise parents of arrangements, eg on school calendar – in consultation with HT Admin and Principal
- Organises class lists and updates Admin staff as changes occur (communicate to timetabler)
- Source and organise SRE teachers (Wednesday morning SRE classes), prayer group volunteers and collect all relevant paperwork for Head Teacher Administration to keep on file
- Organise senior SRE seminars once per term (assisted by HT Admin), sourcing SRE teachers and ensuring all staff are approved
- Collect enrolment details from SASS staff regarding Year 7 students and new enrolments in Years 8-12
- Create and maintain current SRE and non-SRE student group lists
- Ensure, in cooperation with the Head Teacher Administration, that all SRE teachers (volunteers) have the following documentation sighted and filed:
 1. Current Working With Children check submitted to school (HT Admin), by religious provider (PS: SRE teachers are not to be asked for their WWCC)
 2. Name badges provided by religious organisation
- Provide name badges to volunteers who are approved volunteers and SRE teachers
- To ensure, in cooperation with the Head Teacher of Administration, that all members of voluntary prayer groups (not considered part of the SRE program) have:
 1. obtained parental permission and collect and file notes (T:\Office\Student Forms\Voluntary Student Activities of a Religious Nature in Schools at EBHS - Permission Note.docx);
 2. child protection checks for any volunteers (done outside of school by RE providers). All of these documents are kept on file in same organisation as above for SRE teachers;
 3. ensure content on activities monitored (both School Chaplain and Head Teacher Administration regularly visit, sit in on, and collect and file away copies of Friday sermons for both Christian and Islamic prayer groups;
 4. ensure students or members of religious persuasions do not engage in attempts to proselytise or convert non adherents of their religion or faith in the course of school authorised activities;
 5. manage non-attendance of SRE volunteers and ensure roll marking and student supervision.
- Support student leaders of all denominations to promote SRE and prayer groups to school community.
- New SRE teachers names/details given to SASS staff to screen on ECPC.
- Ensure all volunteers are aware of SRE policies.

School Administration Services Staff:

- Collecting parents/carers' religious details through SRE participation letter as part of the EBHS enrolment procedures.
- Entering and managing student/family information on ERN.
- Create lists of students based on their nominated religion and provide a copy to the timetabler and School Chaplain to create and update class lists at the beginning of and throughout the year.
- Create a list of students who have not nominated religious persuasion and are required to complete a SRE preference form.
- Manage lists of students whose parents/carers have opted-out of SRE and communicate with timetabler.

- Inform timetabler and the School Chaplain of new enrolments in Years 8-12 and their nominated religion.
- Update records when parents/carers make a written request for changes to SRE details.
- Inform timetabler and the School Chaplain of any changes to students SRE details via email.
- Receiving and processing submissions for the approval of a religious education teacher.
- Create name badges for volunteer SRE and prayer group leaders based on list approved by School Chaplain.
- Cross reference/screen SRE teachers on the DoE not to be employed (NTBE) database in Electronic pay claims (ECPC) each term or when a new SRE teacher commences.

SRE teachers/Prayer group volunteers:

- Mark roll provided and return to Head Teacher Administration Office
- Collect any special information regarding students provided by the school (eg Disability/Special needs – anything which might affect health, behaviour or performance of particular students)
- Report any minor issues of behaviour to the Head Teacher Administration at the end of the session
- Report any major issues of behaviour immediately to the Head Teacher Administration (send another student to Administration Block and request Deputy/Head Teacher support)
- Wear name badge provided by school at all times
- Provide approval documentation two weeks before first session
- Not to provide 'food rewards' or other rewards for attending SRE classes. Also not to distribute any notes and/or paraphernalia in SRE that have not been seen or approved by the principal.

Resources:

<http://www.curriculumsupport.education.nsw.gov.au/policies/religion/index.htm>

Fact sheets and lesson templates: <http://www.curriculumsupport.education.nsw.gov.au/policies/religion/>

(To become approved to teach email SREcontact@det.nsw.edu.au)

(T:\Office\Student Forms\Voluntary Student Activities of a Religious Nature in Schools at EBHS - Permission Note.docx

All resources saved in F:\Office\wholeschoolteams\religiouseducation