 Principal checklist

Special religious education & Special education in ethics

Special Religious Education (SRE) is education in the beliefs and practices of an approved religious persuasion by authorised representatives of that persuasion. SRE was previously known as ‘scripture’.

Special Education in Ethics (SEE) is education in ethical decision making, action and reflection within a secular framework, based on a branch of philosophy.

The principal (or his/her nominee) is advised to meet with approved providers the year prior to commencement of the following year’s SRE/SEE lessons. During that meeting the principal is advised to confirm arrangements to ensure adherence to the current policies and implementation procedures. This checklist is for principals to use to ensure policy and procedures are addressed prior to SRE/SEE lessons being delivered by approved providers. Please retain for your records.

The principal and nominee should be familiar with:

* The Religious Education and Special Education in Ethics Policy.
* The SRE and SEE Procedures.
* The SRE and SEE Flowchart regarding the enrolment procedure.
* The approved provider list to ensure organisations delivering lessons have approval.
* Working with Children Check requirements for SRE/SEE teachers.
* The materials to be used in SRE/SEE classes at the school.
* The types of suitable alternative meaningful activities for students withdrawn from SRE.

| The principal should: | Completed |
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| Identify a school-based coordinator for SRE/SEE ensuring they understand their responsibilities. | [ ]  |
| Allow for adequate facilities to be available including timetable provisions and classrooms for students attending SRE, SEE and students withdrawn from SRE/SEE.  | [ ]  |
| Document the school’s SRE/SEE arrangements ensuring staff are aware of their responsibilities |[ ]
| Ensure that they provide general information about SRE, SEE, and alternative meaningful activities at enrolment, in the school newsletter and on the school website under the 'learning at our school’ page. The website is to include a link to the approved provider’s curriculum. |[ ]
| Advise parents/caregivers how SRE/SEE classes are organised at enrolment, and provide updates as changes occur, using usual school procedures to communicate information to parents/caregivers.  |[ ]
| Ensure that the SRE/SEE options within the Online Enrolment System (OES) are set up, if the school uses OES. |[ ]
| Update the paper-based SRE and SEE Participation letter with the name of the approved provider(s) working in their school and ensure it is given to parents/carers in the enrolment pack or at the time of enrolment. Students participate in alternative meaningful activities pending a response and principals make all reasonable attempts to receive a response from parent/carers and keep the written response on file. |[ ]

For further advice, please visit the [SRE and SEE](https://education.nsw.gov.au/teaching-and-learning/curriculum/religion-and-ethics) website or email the SRE and SEE officer.

Related policies: [Child Protection Policy](https://education.nsw.gov.au/policy-library/policies/pd-2002-0067),  [WHS Policy](https://education.nsw.gov.au/policy-library/policies/pd-2013-0454) and  [Multicultural Education Policy](https://education.nsw.gov.au/policy-library/policies/pd-2005-0234).