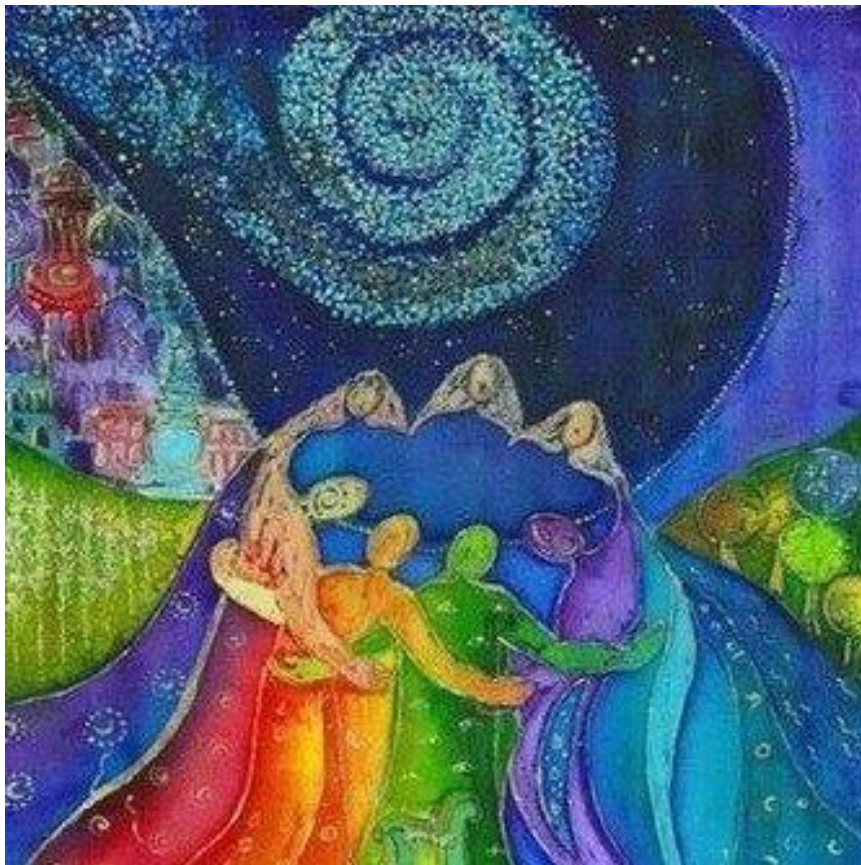


KIMBERLEY REC HANDBOOK 2019



RELIGIOUS EDUCATION CONSULTANT ROLE

The Religious Education Consultant is a part of the state Religious Education and Faith Formation team, based in the Broome office and servicing all 13 Kimberley Catholic schools.

The role includes:

- Termly visits to each school, where possible to support in situ
- Meets with Principal, REC, RE teachers, anyone else...
- Supports the implementation of the RE curriculum – both the content and the pedagogy
- Supports the writing and the implementation of each school's Evangelisation Plan –
- Supports schools in their Catholic identity and catechesis efforts
- Can run PLCs and PLEs - both curriculum/knowledge and faith formation
- Supports schools achieving staff Accreditation
- Email/phone contact

BISHOP'S EXPECTATIONS

The Bishop of Broome, Christopher Saunders, expects the following minimum requirements in our schools:

- The Angelus to be said daily at some time in the day, ideally around midday
- A labelled picture of the Pope and the Bishop in each class – and for students to know who they are and what their role is
- A prayer table/focus in each classroom and the staffroom. The prayer table should be in the colour of the current liturgical season or relate to their Unit of Work during Ordinary Time with symbols of that season. An opened Bible, cross/crucifix and electronic/real candle should be on the table at all times.
- The Aboriginal Our Father is sung at school gatherings – Masses, liturgies, assemblies etc...

SUGGESTED OUTLINE OF REC DUTIES THROUGH THE YEAR

This list is to give you an idea of what you may need to organise each term. Please feel free to add to it or delete from it to suit your school.

TERM ONE

- Book and prepare a beginning of year Mass (or liturgy) with the Parish Priest (PP) – some ideas can be found at <http://kimberleyrec.weebly.com/beginning-of-year.html>
- Discuss and set with the Principal and PP the sacramental dates for the year – generally Reconciliation in Term 1, during Lent; Confirmation in Term 2 (the PP needs to give the Bishop the date/s to see if he is available); Eucharist in Term 3.
- Once sacramental dates are set, organising dates for Sacramental retreats (and facilitator) for students/parents and/or parent meeting prior to receiving the sacrament. Some resources can be found at <http://kimberleyrec.weebly.com/sacraments.html>
- Ensure Sacramental teachers particularly, but also all staff (who are expected to attend each sacramental celebration) know when Sacraments are on, so they can plan to complete the relevant sacramental unit/s prior to the sacrament
- Order sacramental certificates (or you could make them yourselves), medals and/or Confirmation cards for the year from Gatto's Christian Shop
- Give out year planners to each RE teacher and explain, if necessary (see video with email) or go to <http://kimberleyrec.weebly.com/planning-in-re.html>
- Meet with new RE teachers to go through the resources and planning in RE. Some useful videos and documents can be found at <http://kimberleyrec.weebly.com/planning-in-re.html>
- Send out or post up the Kimberley Connection bi-termly to staff to keep them updated with happenings.
- Organise a date and topic for a RE PLC – a suggestion would be to look at the Holy Week stories and contextual information from Into the Desert – see the outline or some other resources at <http://kimberleyrec.weebly.com/plc-resources.html>
- Meet with the Reconciliation sacramental teacher/s (and Principal?) to work out who is going to do what for the celebration of the sacrament – use the school's bespoke sacramental planner template or get a generic one from <http://kimberleyrec.weebly.com/2014.html>
- Book the Ash Wednesday Mass with the PP and prepare it. Some resources can be found in the Ash Wednesday section of <http://kimberleyrec.weebly.com/lenteaster1.html>
- Prepare a package of Lent resources and information for staff and disseminate it somehow – email, staffroom table etc... Point them in the direction of <http://kimberleyrec.weebly.com/lenteaster.html> and <http://kimberleyrec.weebly.com/lenteaster1.html> and the supplements to the units of work.
- Make a time with the PP to offer the Sacrament of Reconciliation to all students who have received the sacrament. Get some Examination of Conscience resources at <http://kimberleyrec.weebly.com/sacraments.html>
- Book in PP for all Masses for the term
- Organise rosters for staff prayer and a scaffold for staff to use. See <http://kimberleyrec.weebly.com/staff-prayerreflections.html> for a suggested format
- Discuss whether a staff retreat should be offered with Principal and organise a date and a facilitator
- Prepare and facilitate Faith Story Witness to new staff, in conjunction with the Principal. You could book Jo to do this or else resources can be found at <http://kimberleyrec.weebly.com/accreditation.html>
- Review, with the Principal and staff, the Evangelisation Plan and the goals for this year and discuss how to achieve them. Plan for their achievement. Plan for success by putting a copy of the goals for the year in a focal place (eg. behind the photocopier).
- Prepare and share (1 week prior to feast day) information and resources on significant feast days this term – Valentine's Day (St Valentine), St Patrick's Day, St Joseph's Day (particularly if you are a Josephite school) and the Annunciation.
- Prepare school events for Holy week – Stations of the Cross, Holy Week re-enactments etc. For some ideas, see <http://kimberleyrec.weebly.com/lenteaster.html> and <http://kimberleyrec.weebly.com/lenteaster1.html>
- Organise how and when to collect money for Project Compassion during Lent
- Find out when your school's feast day is and organise to prepare a Mass or liturgy, give out information on the Saint or patron to all teachers the week before and perhaps create a Godly Play saint box to be used by teachers (see "How to make a saint box" under Godly Play title at <http://kimberleyrec.weebly.com/the-sacrament-of-confirmation.html>)
- Start checking on Baptismal certificates for sacramental students. Keep a record on the computer somewhere for future reference
- Catch up with all RE teachers for a chat – see <https://www.weebly.com/weebly/main.php> for editable outline for chat
- Attend the REC days
- Do a stocktake of resources for class prayer tables – crosses/crucifixes, Bibles (suggestion - Beginners Bible for juniors and The Catholic Children's Bible for older students), prayer cloths, Bible stands, candles etc...
- Order Columban calendar, Ordo or other liturgical resources for the year – Children's Daily Prayer Under the Southern Cross, Break Open the Word or We Pray as One (all available from Gatto's Christian Shop)
- Ensure a structure is set up within the school for the praying of the Angelus DAILY.
- Find out whether the school celebrates Indigenous events such as Sorry Day, Reconciliation Week, NAIDOC week etc and suggest and plan a liturgy to help celebrate them.
- Check accreditation status of the staff (Jo will send you a status table) and plan for how to achieve their accreditation during the year

TERM TWO

- Send out or post up the Kimberley Connection bi-termly to staff to keep them updated with happenings.
- Organise a date and topic for a RE PLC – see the Into the Desert outline or some other resources at <http://kimberleyrec.weebly.com/the-sacrament-of-confirmation.html>
- Catch up with all RE teachers for a chat – see <https://www.weebly.com/weebly/main.php> for editable outline for chat
- Meet with the Confirmation sacramental teacher/s (and Principal?) 2 months prior to the Sacraments to work out who is going to do what for the celebration of the sacrament – use the school's bespoke sacramental planner template or get a generic one from <http://kimberleyrec.weebly.com/the-sacrament-of-confirmation.html>
- Prepare the Confirmation Mass (from the outline sent to you by the Bishop's secretary) with hymns etc and email to the Bishop one month prior to the Sacrament for approval.
- Make a time with the PP to offer the Sacrament of Reconciliation to all students who have received the sacrament. Do this just before Confirmation. Get some Examination of Conscience resources at <http://kimberleyrec.weebly.com/sacraments.html>
- Book in PP for all Masses for the term (at least one)
- Prepare and share (1 week prior to feast day) information and resources on significant feast days this term – May is the month of Mary and the rosary, Mary Help of Christians (Parton Saint of Australia and our diocese), the Ascension and Pentecost.
- Organise rosters for staff prayer
- Continue checking on sacramental Baptismal certificates.
- Review, with the Principal and staff, the Evangelisation Plan and the goals for this year and discuss how to achieve them. Plan for their achievement.
- Assist RE teachers in their grades and comments for RE – reminding them to only comment on knowledge, not faith. Point them in the direction of the C-grade descriptors and learning points from the units for comments.

This list is to give you an idea of what you may need to organise each term. Please feel free to add to it or delete from it to suit your school.

TERM THREE

- Send out or post up the Kimberley Connection bi-termly to staff to keep them updated with happenings.
- Organise a date and topic for a RE PLC – see the Into the Desert outline or some other resources at <http://kimberleyrec.weebly.com/plc-resources.html>
- Catch up with all RE teachers for a chat – see <https://www.weebly.com/weebly/main.php> for editable outline for chat
- Meet with the Eucharist sacramental teacher/s (and Principal?) to work out who is going to do what for the celebration of the sacrament – use the school's bespoke sacramental planner template or get a generic one from <http://kimberleyrec.weebly.com/the-sacrament-of-the-eucharist.html>
- Make a time with the PP to offer the Sacrament of Reconciliation to all students who have received the sacrament. Do this just before Eucharist. Get some Examination of Conscience resources at <http://kimberleyrec.weebly.com/sacraments.html>
- Book in PP for all Masses for the term (at least one)
- Prepare and share (1 week prior to feast day) information and resources on significant feast days this term – St Mary of the Cross MacKillop. Perhaps also organise a liturgy for the feast day of our first saint. Some resources can be found at <http://kimberleyrec.weebly.com/mary-mackillop---august-8.html>
- Book an Assumption Mass with the PP and prepare it. It is a Holy Day of Obligation, so if your PP can't come out, prepare a liturgy of the Word. Some resources and information can be found at <http://kimberleyrec.weebly.com/assumption-of-the-blessed-virgin-mary--august-15.html>
- Attend the REC days
- Organise rosters for staff prayer
- Find out when NAIDOC week is to be celebrated in your community. Prepare a liturgy to celebrate. Come ideas can be found at <http://kimberleyrec.weebly.com/naidoc-week.html>
- Continue checking on sacramental Baptismal certificates.
- Review, with the Principal and staff, the Evangelisation Plan and the goals for this year and discuss how to achieve them. Plan for their achievement.

This list is to give you an idea of what you may need to organise each term. Please feel free to add to it or delete from it to suit your school.

TERM FOUR

- Organise a date and topic for a RE PLC – a suggestion would be to look at the Nativity stories and contextual information from Into the Desert – see the outline or some other resources at <http://kimberleyrec.weebly.com/plc-resources.html>
- Catch up with all RE teachers for a chat – see <https://www.weebly.com/weebly/main.php> for editable outline for chat
- Send out or post up the Kimberley Connection bi-termly to staff to keep them updated with happenings.
- Prepare a package of Advent resources and information for staff and disseminate it somehow – email, staffroom table etc... Point them in the direction of <http://kimberleyrec.weebly.com/adventchristmas.html> and <http://kimberleyrec.weebly.com/adventchristmas1.html> and the supplements to the units of work
- Book and prepare an end of year Mass (or liturgy) with the Parish Priest (PP)
- Make a time with the PP to offer the Sacrament of Reconciliation to all students who have received the sacrament during Advent. Get some Examination of Conscience resources at <http://kimberleyrec.weebly.com/sacraments.html>
- Organise rosters for staff prayer
- Prepare and share (1 week prior to feast day) information and resources on significant feast days this term – All Saints Day and All Soul's Day. All Soul's Day is significant in the Kimberley, so often schools organise to go to the cemetery and tidy it, which you may be required to organise. Also, October is the month of Mary and often the rosary is prayed.
- Prepare school and staff events for Advent – nativity re-enactments etc. For some ideas, see <http://kimberleyrec.weebly.com/adventchristmas.html> and <http://kimberleyrec.weebly.com/adventchristmas1.html>
- Review, with the Principal and staff, the Evangelisation Plan and the goals for this year and discuss goals for next year
- If you are leaving the role, organise to get information for a handover ready. A file with a copy of the Evangelisation Plan, sacramental preparation lists, where information and Masses can be found on the shared drive etc...

This list is to give you an idea of what you may need to organise each term. Please feel free to add to it or delete from it to suit your school.

2019

KIMBERLEY RELIGIOUS EDUCATION COORDINATOR

~ SCHOOL SUPPORT VISIT

NAME OF SCHOOL:

NAME OF REC:

DATE OF VISIT:

PEOPLE MET WITH:

PLC/STAFF MEETING:

POINTS FOR DISCUSSION	NOTES	ACTION, IF ANY
SCHOOL-WIDE PLANS <ul style="list-style-type: none">• Evangelisation Plan – actions for 2019• Plenary 2020 sessions• School vision and mission statements• School feast day		
ACCREDITATION <ul style="list-style-type: none">• Orientation• Faith Story and Witness• Accreditation to Work – non-teaching staff (modules)• Accreditation to Teach – teaching staff - not teaching RE (content courses)• Accreditation to Teach RE – online course• Accreditation to Lead		

PROGRAMMING/TEACHING

- Teachers approved to teach RE? Exemptions?
- Timetabling of correct RE times?
- Units of Work being used? Primary? Secondary? New? Old?
- Kimberley Companion used as support?
- Programs viewed?
- New RE teachers - induction/support
- Experienced teacher support

ASSESSMENT/REPORTING

- Learning points reported against. One grade for whole Learning Area
- Comments - keep to knowledge
- BRLA results/analysis/plan

RESOURCES

- Accessing RE resources from portal
- Year planners
- REC webpage
- RE in the EY webpage
- Resources in the school – need updating? Budget?

SACRAMENTS

- General Sacramental process – parent meeting, commitment Mass, support for teachers etc...
- Sacramental teacher support
- Reconciliation – Yr 4 (numbers and date)
- Eucharist – Yr 5 (numbers and date)
- Confirmation – Yr 6/7 (numbers and date)

LITURGY/CATECHESIS

- How are they organised? By whom?
- K-3 - Liturgy of the Word?

BISHOP'S CHECKLIST

- Picture of current Pope in each classroom
- Crucifix in each classroom
- Sacred space defined and maintained
- Angelus prayed daily

PD - IMPORTANT DATES

- REC Days
- RE in the EY participants
- Accreditation to Teach content courses
- School needs – termly RE PLC, PLE

OTHER:

- REC goals:

To be followed up next visit:

-

Date of next visit:

PLANNING AND PRACTICES GUIDELINE FOR RECS OF CATHOLIC SCHOOLS IN THE BROOME DIOCESE

The following provides a guideline related to appropriate practice within Catholic schools in the Broome Diocese. It will assist understanding our call to Evangelisation and the day-to-day practices and planning for addressing the sacred identity of a Catholic School.

It could also be looked at during curriculum planning meetings:

- a) general
- b) classroom

As this is a working document please feel free to make any suggestions you think that would improve it and/or adapt it (i.e enculturate) for your unique circumstance.

GENERAL

1. THE EVANGELISATION PLAN:

ALL staff visit the Evangelisation Plan **EACH YEAR** and together enunciate and record -

- I. the focus for the year related to the needs of the school community
- II. points that relate to the following:

❖ **Vision and Mission statements**

❖ **Witness:**

- Presence: Who we are
- Charity: What we do

❖ **Primary Proclamation:**

- Catechesis: Sharing the faith: this includes the rituals and traditions of the Catholic faith and the related practices above, related to the Word: prayers and liturgies.
- Religious Education: teaching of the Perth Archdiocesan RE guidelines

2. WE ARE A PEOPLE OF THE BOOK

- During a Liturgy, the Word is to be read from a missal or the Bible, not from paper or a booklet
- Students proclaiming the Word should be chosen because they are confident, good readers.

3. RESPECT FOR AND RECEPTION OF THE HOLY EUCHARIST

- As a sign of respect we bow our head when we receive the Holy Eucharist.

4. PLANNING: LITURGICAL CALENDAR AND THE SACRAMENTS

- The planning outline of the liturgy should be shown to the celebrant two weeks in advance of the celebration
- Each school has a template for the planning of a liturgy
- Each school has a template for the celebration of the Sacrament of Confirmation
- The liturgical calendar should be factored into the planning of the whole school curriculum (Masses and liturgies, the Advent season, Christmas, the Lenten season, Holy Week, the Easter season and other Holy Days)

- Prepare an outline of support/involvement of the whole school for candidates preparing for the Sacraments

5. SACRED SPACE

- Each area for liturgy is a defined sacred space
- The visuals, signs and symbols of the sacred space complement the liturgy and do not detract from participation in the celebration
- Appropriate behaviour and signs of respect are afforded at both indoor and outdoor liturgies
- A quiet time leads into each liturgy (i.e. before processional music). This will promote a sense of prayerfulness
- Clapping is not appropriate in the liturgy

6. AMPLIFICATION

- Please ensure that the sound system is in good working order for liturgies

7. PARTICIPATION IN THE LITURGY

- In planning liturgies, keep in mind the order and purpose of each Prayer of the Faithful (for the Church, the world, our own (spiritual) needs, the needs of others, and any particular issues)
- For better flow, limit readers of Prayer of the Faithful to one or two
- Choose clear and competent readers for all prayers and readings
- Adults can play an active role in children's liturgies (e.g.s. read, bring up gifts) – not just children
- The Offertory gifts, once presented belong to God and so cannot be taken back after the liturgy. Such symbols, if necessary, may be more appropriate at the Entrance Procession

8. LITURGICAL COLOURS

- Ensure staff have an awareness of and an understanding of the colour appropriate for each season of the Liturgical Year and reflect this in their class prayer tables.

9. THE RELIGIOUS EDUCATION GUIDELINES

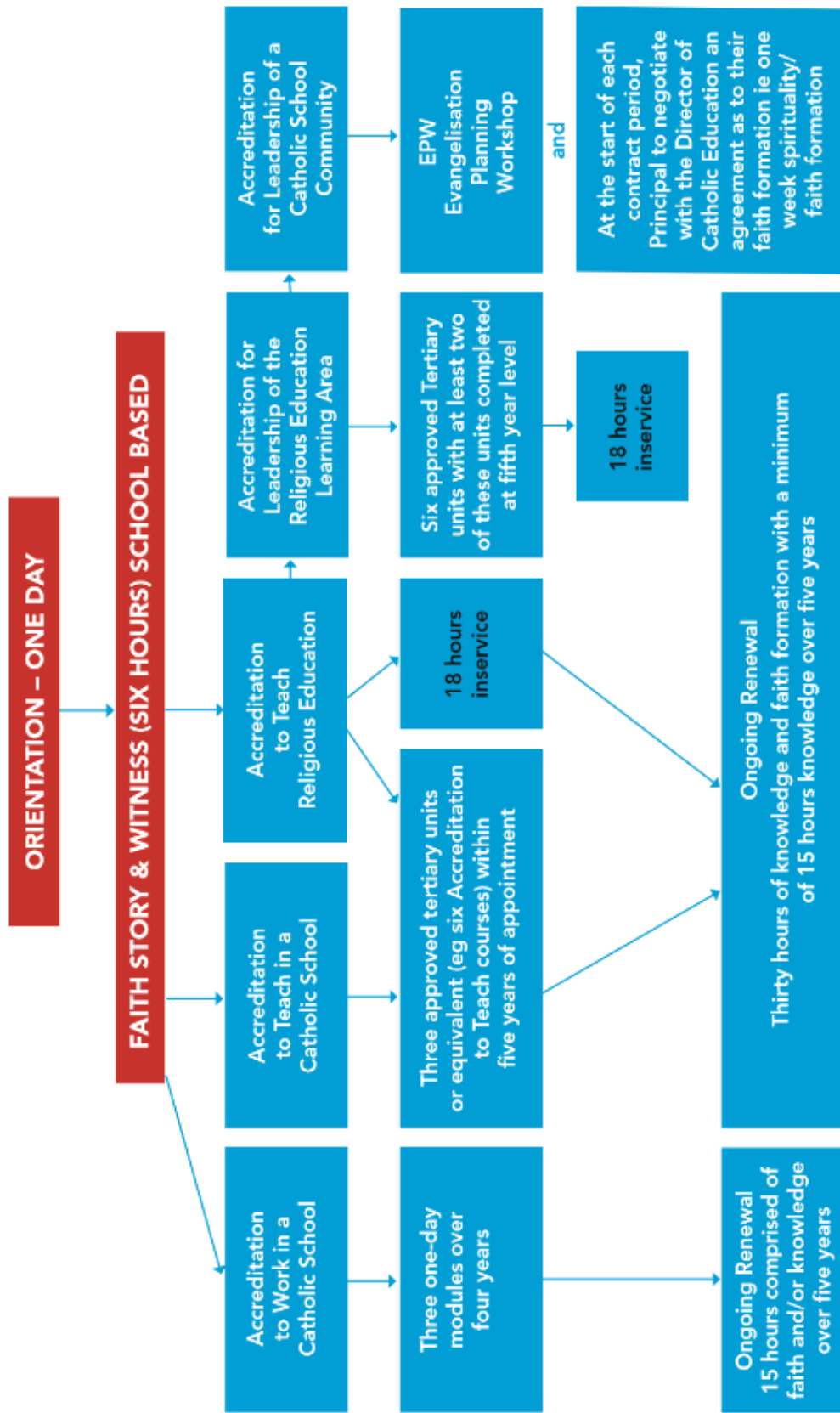
- Support all staff in addressing their accreditation requirements
- Support RE teachers in their planning, delivery, assessment of and reporting on the content of the K-12 guidelines
- Ensure that RE teachers have access to up-to-date resources that support the RE program (including online resources such as the CEWA Religious Education and Professional Learning portals)
- **Teachers of the RE program need to be Catholic.** Special exemption needs to be sought in any other circumstance

RELIGIOUS EDUCATION CHECKLIST

Classroom Checklist	
Prayer Table - Crucifix, Bible (opened to a piece of Scripture directly related to the RE unit being taught), candle, cloth the colour of the liturgical season.	
Classroom Prayers - Each session of the day should begin and conclude with a Sign of the Cross and prayer (either formal or informal)	
Prayers of the Church – A Catholic Prayer Book or equivalent Note: All students should learn the Apostles Creed before leaving primary school. It is a minimum expectation for Confirmation	
Time Allocation – Appropriate allocated times for teaching Religious Education adhered to for each level. This does not include the allocation of time for Catechesis.	
Catechesis - a minimum allocation of 60 minutes a week and includes the traditions and rituals of the school.	
Religious Education Programs - teachers of RE present their program to the REC early each term	
Filing of Original Programs for Each Class - filed in school archives	
Praying the Angelus	

School Checklist	
Angelus said by students and teachers daily.	
Evangelisation Plan updated and goals for the year displayed and referred to	
RE resources kept up-to-date and displayed for use	
Termly chat with RE teachers around programming, needs etc...	
Information regarding RE and Catholic identity passed on to relevant staff	
Accreditation plan enacted for each staff member	
Termly RE PLC	
Staff retreat or PLE once a year	

ACCREDITATION



Contact: Grace Santos, Accreditation Officer
 Phone: 6380 5330 Fax: 6380 5350 Email: santos.grace@ceo.wa.edu.au

In the Kimberley the Accreditation to Teach RE inservice component is done online. See Jo for more information.

POSSIBLE PLC/PLE TOPICS – JO'S VISITS

- ICT and RE
- Children's literature and RE
- Christian meditation
- Evangelization Plan revision or rewriting
- Assessment and reporting in RE
- Preparing for Easter
- Preparing for Christmas
- Godly Play 101
- Storytelling in RE
- Creative prayer forms
- Prayer in the classroom
- Gospel of the year
- Vision and mission statement
- BRLA marking and analysis
- Liturgy
- Church etiquette

This list is not exhaustive. Whatever your staff needs are, I can cater PLCs to their and your school's needs.

RELIGIOUS EDUCATION POLICY

The Catholic Education Commission of Western Australia has a policy on Religious Education. It is important that you familiarise yourself with this document. It can be found online on the CEWA website at - <https://www.cewa.edu.au/policy/religious-education/>.

The policy outlines the **MINIMUM** time allocation for Religious Education in Catholic schools in Western Australia.



1. Rationale

Religious Education is the first learning area in the Catholic school curriculum. This is so because, though a classroom activity, Religious Education is a form of the Ministry of the Word. Unlike the other Learning Areas, it is an activity of Evangelisation in its own right' (Mandate, 62).

The Bishop is responsible for handing on the faith in his diocese and has the right and duty to oversee the Religious Education program and those appointed to teach it. (CCC 803-806). The Religious Education program to be taught in the Catholic school is that promulgated by the diocesan Bishop. Like Christian witness and catechesis, Religious Education expresses the divine power of the Message' (Mandate, 62).

The Religious Education program aims to help students learn the teachings of the Gospel as proclaimed by the Catholic Church and to develop a sense of the nature of Christianity and of how Christians are trying to live their lives. It seeks to show non-Christians something of the mystery of Christ.

2. Definitions

Religious Education is a learning area which focuses on the knowledge and understanding of the Gospel as it is handed on by the Catholic Church.

Catechesis provides experiences which deepen faith; it is the lifelong apprenticeship in Christian formation. 'The definitive aim of catechesis is to put people not only in touch, but also in communion and intimacy with Jesus Christ' (GDC 80).

3. Scope

This policy applies to all Catholic schools in Western Australia.

4. Principles

4.1 Religious Education complements Catechesis offered in family, school and parish.

4.2 The Religious Education program to be taught in Catholic schools is that promulgated by the diocesan Bishop.

3 and 4 year old programs (pre-Kindy or Kindy)	Teachers are required to plan an atmosphere where 'God talk' permeates all learning experiences as a natural part of the day.
Pre-Primary – Yr 1	15 minutes per day mat time and activity integrated into centres through the day.
Yr 2 - 7	30 minutes per day
Yr 7 - 10	160 minutes per week
Yr 11 - 12	220 minutes per week

Liturgies and other catechesis activities including Christian service are essential for the effective evangelisation of students but are separate from the Religious Education program and are **not** part of the time allocation. There needs to be **at least 60 minutes per week** of such experiences averaged over the particular year level's academic year.

SACRAMENTS IN THE KIMBERLEY

Sacraments are conferred onto students at different ages than other diocese in WA and other states.

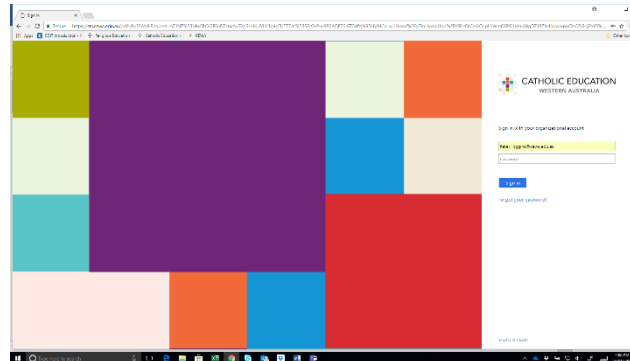
RECONCILIATION – celebrated for the first time in **Yr 4**, during Lent, if possible. The date for celebration of this sacrament is determined with your Parish Priest. Usually the Second Rite of Reconciliation is used. The unit to be taught in preparation for the Sacrament is 3.6 Christian Conscience – Penance from the Yr 3 units or 4.2 Lent/Easter from the Yr 4 units, but with revision from 3.6 on the actual Rite of Reconciliation. (The reason for using the Yr 3 unit is because that unit was written to prepare students for Reconciliation, as Yr 3 students receive the sacrament in Yr 3)

EUCCHARIST – celebrated for the first time in **Yr 5**. The date for celebration of this sacrament is determined with your Parish Priest. The Yr 4 unit 4.4 Eucharist is the most relevant to teach in preparation for the sacrament of Eucharist or 5.4 Eucharist with some revisions from the Yr 4 unit (as the sacrament is celebrated in Yr 4 in Perth).

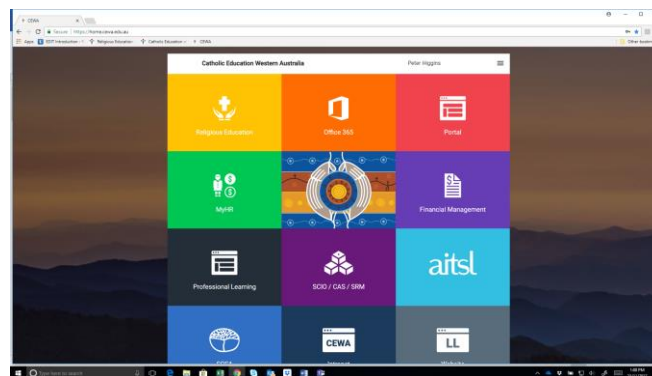
CONFIRMATION – celebrated in **Yr 6**. The date for this celebration is determined by your Parish Priest liaising with you and asking the Bishop for the dates you've decided on. The date for this is reliant on the Bishop, as he is the only one who can confer the sacrament of Confirmation. The unit to be taught in preparation for Confirmation is 6.3 Confirmation.

ACCESSING THE RELIGIOUS EDUCATION RESOURCES ONLINE

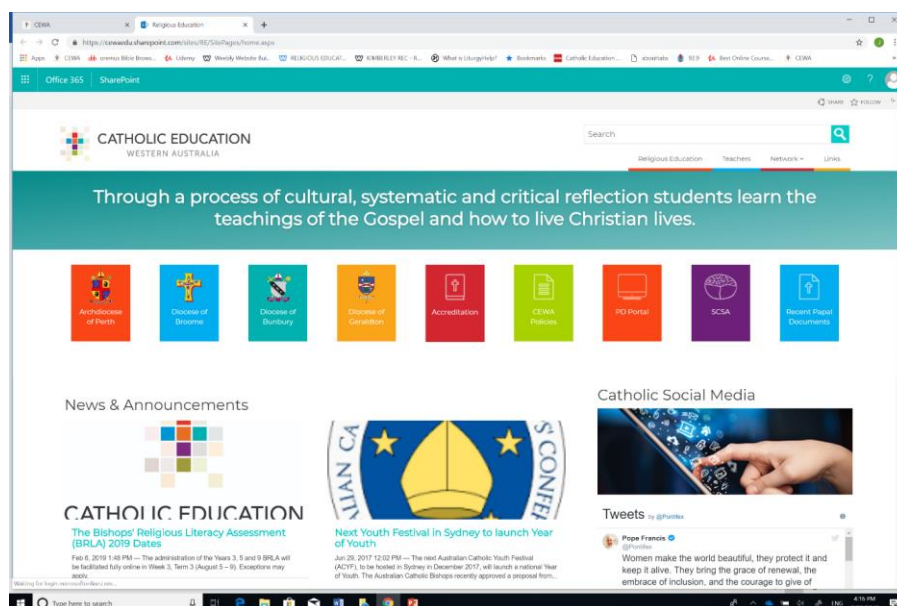
1. Go to: home.cewa.edu.au and this page will appear:



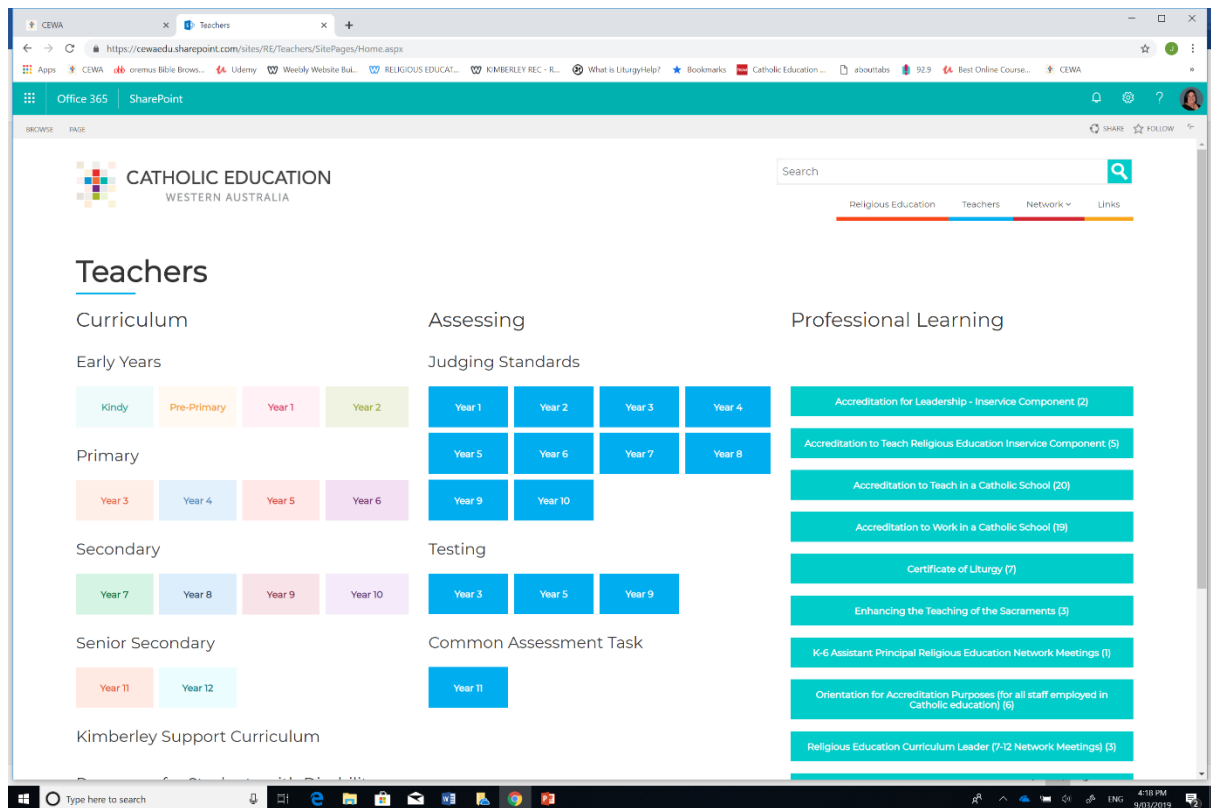
2. Type in CEWA credentials and enter and this page will appear:



3. On the home page, click on the Religious Education tile and this page will appear:



4. Then click on 'teachers' in the top right hand corner. You then click on the year level of the document that you want. You will see that the Kimberley Companion and resources to aid you in teaching RE to students with high educational needs can also be found here, in addition to accreditation information and links to the Professional Learning portal. Later the Judging Standards tabs will be populated, just like the SCSA portal.



THE KIMBERLEY COMPANION

The Kimberley Companion is an additional resource that supplements each of the old units of the Archdiocese of Perth Religious Education Program. The purpose of this publication is to provide practical assistance to teachers as they present an appropriate course in Religious Education for Aboriginal students, especially those living in remote communities.

With each unit, notes focusing on content, methodology or the use of particular resources will be included. These notes will not replace the background information provided in the archdiocesan text, but are intended to give additional assistance to the teacher.

In the 'Sample Program' in Section Three of each support document, key understandings, learning points, suggested strategies, support materials and an appropriate prayerful response are recorded. These are merely suggestions and may trigger other ideas more suited to local students.

Some of the ideas and strategies in these may be helpful with the new units too. The Kimberley Companions will be rewritten once the new units are all completed.

AN OUTLINE OF THE PLANNING PROCESS IN RE

1. FILL OUT YOUR YEAR PLANNER

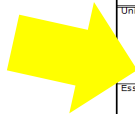
- Get the year planner that corresponds to the year level/s that you have in your class and that fits the Scope and Sequence plan of Units for your school, if your school has composite classes.
- Collect dates for school events that will impact on your teaching time each term. Enter these events, along with any liturgical feasts celebrated by your school, in the celebrations column (right-hand side) of your Planning Calendar.
- Determine the order of units for the year, considering the liturgical calendar to ensure that the units for Lent/Easter and Advent are taught at the appropriate time. The new units are in a suggested order, but feel free to change them around depending on your school's context.
- Consider class sacramental celebrations and plan to teach sacramental units in plenty of time before the reception of the sacrament.
- Consider school sacramental celebrations and plan to teach units that relate to that sacrament at that time. In this way, the whole school is learning about the same thing!
- Consider units that may be more appropriate:
 - ✓ as an introduction to the year (eg. A unit on uniqueness or family)
 - ✓ as a conclusion to the year
- Fill in the catechesis column of the planner with school and class events, liturgies and prayer experiences – eg. Stations of the Cross, Advent prayer service, Class Mass...



FOR THE OLD UNITS

2. READ THE TEACHER BACKGROUND MATERIAL FOR YOUR UNIT

- The teacher background material can be found at the front of both the old unit and the corresponding Kimberley Companion. Read both and they will give you the information that you need to help you plan and teach the unit.
- On the front page of your planning sheet (found on the intranet), in the Unit Context box (see below) write one sentence summing up where the unit is going in the A section, one sentence summing up where the unit is going in the B section and one sentence summing up where the unit is going in the C section. (See Appendix One, for an example)



Year Level:	Term:	Unit Title:
Unit Context:		
Essential Content (Key Understandings & Learning Points)		
Outcome Focus for this Unit:		

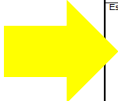


3. COPY AND PASTE THE KEY UNDERSTANDINGS AND LEARNING POINTS FROM THE ONLINE UNIT OF WORK

- Go to [the intranet](#) and find the year level and then Unit that you are planning and open the PDF of the document. Copy the Key Understandings and Learning Points and paste them into the columns under the Unit Context.

Note: The Key Understandings and Learning Points in the Kimberley Companions match the Key Understandings and Learning Points in the Units, they may just be simplified or extended, depending on the content.

Year Level:	Term:	Unit Title:
Unit Context:		
Essential Content (Key Understandings & Learning Points)		
Outcome Focus for this Unit:		



4. PLAN YOUR PROGRAM

- In your program, block out days when you know you will not be able to teach RE (eg. Whole school sports carnival, excursion, public holiday).
- Using the sample timings above, work out the timing for each learning point.
- Using the suggested strategies in both the Unit and the Kimberley Companion, and with your students in mind, plan strategies to teach the content of the program.
- Remember to consider the different learning styles and levels of your students, making sure to cater for all.
- Consider how you can raise the thinking from lower order to higher order in some of the activities.
- Consider how you will incorporate the Australian Curriculum General Capabilities and Cross-curriculum Priorities in your program and indicate these links in your planning. If you are teaching in the early years, you also need to consider how you are using the EYLF Principles and Practices in your program and indicate these links in your planning.
- Plan for assessment within the program. Indicate on your program what will be assessed and how it will be assessed. Also indicate what learning point this assessment informs (this can be done on the bottom of the front page of your program).

CHECKLIST FOR PRIMARY RE PROGRAMS – OLD UNITS

Unit context completed	
RE Aim/s to be assessed noted	
Assessment task/s highlighted and outlined in program	
All Key Understandings covered and numbered	
Learning Points for each Key Understanding stated	
Links to the EYLF (K-Yr 2) and the Australian Curriculum General Capabilities and Cross-curriculum Priorities (P-Yr 10) noted.	
A variety of strategies used that lead to higher order thinking	
Links with other Learning Areas demonstrated	
All levels of student ability catered for	

FOR THE NEW UNITS

2. READ THE TEACHER BACKGROUND MATERIAL FOR YOUR UNIT

- The teacher background material can be found on the RE portal.



3. PLAN YOUR PROGRAM

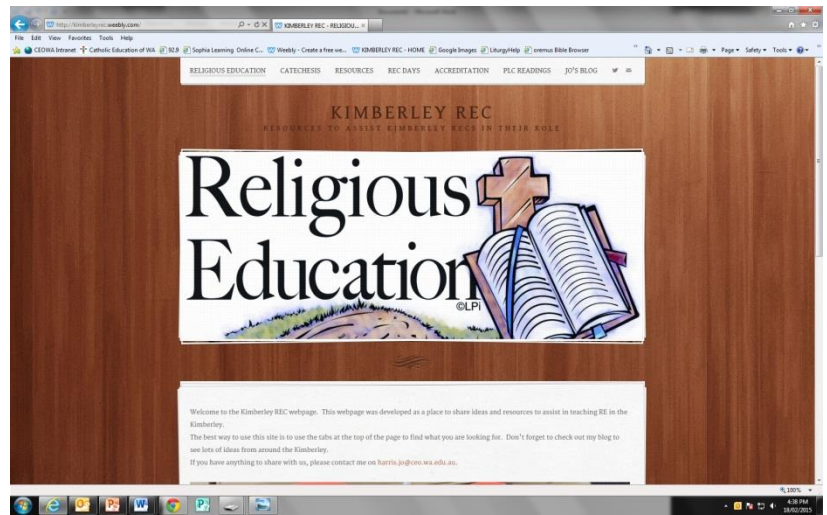
- On the “Sample Teaching and Learning Outline”, block out days when you know you will not be able to teach RE (eg. Whole school sports carnival, excursion, public holiday).
- The timing of the content in the sample are suggestions only, so play around with it to suit your students.
- Using the suggested strategies in both the sample and the other resources on the portal, and with your students in mind, plan strategies to teach the content of the program.
- Remember to consider the different learning styles and levels of your students, making sure to cater for all.
- Consider how you can raise the thinking from lower order to higher order in some of the activities.
- Consider how you will incorporate the Australian Curriculum General Capabilities and Cross-curriculum Priorities in your program and indicate these links in your planning. If you are teaching in the early years, you also need to consider how you are using the EYLF Principles and Practices in your program and indicate these links in your planning.
- Plan for assessment within the program. Indicate on your program what will be assessed and how it will be assessed. Some ideas for assessment can also be found on the RE portal.

CHECKLIST FOR PRIMARY RE PROGRAMS – NEW UNITS

Assessment task/s highlighted and outlined in program	
All content covered and numbered	
Links to the EYLF (K-Yr 2) and the Australian Curriculum General Capabilities and Cross-curriculum Priorities (P-Yr 10) noted.	
A variety of strategies used that lead to higher order thinking	
Links with other Learning Areas demonstrated	
All levels of student ability catered for	

RE IN THE KIMBERLEY – USEFUL WEBSITES

kimberleyrec.weebly.com



reinthey.weebly.com



USEFUL RESOURCES FOR RE

Every week, you will receive a Weekly Update from Jo with important information on upcoming liturgical events and seasons, resources and links. Twice a term (in week 1 and 6) you will receive a Kimberley Connection newsletter which has all of the up-to-date information on Accreditation and other PL being run in the RE/Faith Formation area. It also includes information on the liturgical calendar for the 5 weeks, resources and ideas from the other schools. **Please disseminate these resources to your teachers.**

EVANGELISATION

- Catechism of the Catholic Church
- The Word Dwells Among Us
- General Directory of Catechesis
- CEOWA Mandate Letter

LITURGY

- Ordo or St Paul's Liturgical Calendar
- Daily Mass Book
- The Planning Guide for Celebrating Liturgy in Catholic Schools (available from CEO)
- Directory for Masses with Children
- Children's Lectionary – Weekday Lectionary for Masses with Children
- Celebrating with Children Volumes 1 and 2
- Celebrating the Lectionary
- A Friendly Guide to the Mass - Doherty

BIBLICAL

- New Jerusalem Bible
- New Revised Standard Version (for teachers studying)
- The New Jerome Biblical Commentary
- The Beginner Bible (Junior Primary students)
- The Catholic Children's Bible (Primary students)

- BreakThrough! The Bible for Young Catholics (Secondary students)
- The Catholic Youth Bible (Senior secondary students)

\PRAYER

- Praying with Children – Bretherton
- Guided Meditations for Children: How to Teach Children to Pray Using Scripture – Reehorst
- Prayer Strategies – Nolen
- 101 Staff Prayers and Reflections Volume 1 and 2 – Tullio

JOURNAL PUBLICATIONS

- Journal of Religious Education – Australian Catholic University
- Religion Teachers' Journal – Twenty-Third Publications
- Echoing the Word – Pauline Electronic Publication) www.echoingtheword.com

RELIGIOUS EDUCATION LEARNING AREA

- Friendly Guides – to Jesus, the New Testament, the Old Testament... - John Garratt Publishing
- Into the Desert from CEO Sydney
- Snip & Tell Bible Stories - Henley
- Bible Storybags – Cooling

REC ROLE SELF-REFLECTION – TERM ___

DUTY	ACHIEVED	WORKING TOWARDS	A CHALLENGE	FUTURE PLAN
LITURGIES				
Did you book and prepare at least a termly Mass with your Parish Priest (PP)?				
Did you share the responsibility for planning Masses and liturgies with other staff?				
Did you plan liturgies for important liturgical events – Ash Wednesday, the Assumption etc...?				
Did you work with teachers who are unfamiliar with planning a liturgy?				
CONSULTANT VISITS				
Did you discuss upcoming consultant visits with the Principal and staff to find out needs?				
Did you send Jo and staff a timetable for her visit at least a week earlier than her visit?				
CATHOLIC IDENTITY				
Did you promote the Catholic identity of the school through information in newsletter, at assemblies and staff meetings etc...?				
Did you go to Mass regularly?				
Did you aid the Principal in keeping your school's Catholic identity at the forefront of everything you did in the school?				
Do you have regularly prayer with your staff? Staff prayer? Prayer before meetings?				
SACRAMENTS				
Did you plan sacramental dates well in advance and with the PP?				
Did you plan for sacramental retreats for students? Did Jo facilitate? Can you or a teacher facilitate in the future?				

Did you offer the Sacrament of Reconciliation to all students who can receive it termly?				
RESOURCES				
Did you regularly share new or interesting RE resources with staff/RE teachers? (during Lent, May – Mary)				
Did you spend some time updating resources for the teaching of RE this year?				
BRLA				
Did you organise for the BRLA to be done with as much importance as NAPLAN – timing etc...?				
Did you spend time as a staff marking and discussing answers on some of the tests?				
Did you spend time reviewing the results of the testing?				
RE TEACHERS				
Did you spend time with each RE teacher each term to see how they were going with planning/ resourcing etc...?				
Did you share relevant RE resources – Kimberley Connection, gospel reflections etc...?				
Did you assist RE teachers with their reporting of the RE learning area?				
RE PROFESSIONAL LEARNING				
Did you plan for an RE PLC each term? Did Jo facilitate? Can you facilitate in the future?				
Did you meet with the Principal to plan the RE professional learning needs of your staff?				
Did you pass on all relevant information from REC Network Days to RE teachers and staff?				
RE TEAM MEETINGS				
Did you meet regularly with your Principals to discuss upcoming events, teacher needs etc...?				
Did you review the Evangelisation Plan goals for the year with your Principals and your staff?				

DUTY	ACHIEVED	WORKING TOWARDS	A CHALLENGE	FUTURE PLAN
ACCREDITATION				
Did you plan to offer Faith Story Witness this year to new staff? Did Jo facilitate? Can you facilitate in the future?				
Did you talk to/advise staff on their accreditation/point them in the right direction?				

MY MAIN GOAL/S FOR TERM __

Goal/s: