

# Appendix A: Letter to school principals



**PRIVATE AND CONFIDENTIAL - NOT FOR DISTRIBUTION**

## LIST OF AUTHORISED SPECIAL RELIGIOUS EDUCATION TEACHERS

SCHOOL: \_\_\_\_\_

YEAR: \_\_\_\_\_ CHURCH: \_\_\_\_\_

SRE CHURCH COORDINATOR: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

### AUTHORISED TEACHERS

Name of Teacher	Birth date	Contact Number

Name of Authorised Curriculum:

Curriculum can be accessed by links at <http://ccaustnsw.com/church-admin/sre-resources/>

### USING THIS FORM

1. This form should list all authorised SRE teachers that will teach in this nominated school.
2. A separate form will need to be produced for each school you have teachers in.
3. The supplied Name tag should be worn at all times and SRE teachers should carry photo ID with them while on the school premises. The Name tag is signed by the Church Leadership confirming that the named person has complied with all requirements enabling them to teach SRE under the DoE guidelines.
4. Churches should keep a copy of the WWCC verification in their records and produce this if required by the school for any teacher. It is the local churches responsibility to verify the validity of the WWCC number before signing the name tag.
5. SRE volunteers under 18 should fill in a "Working with Children Check – Declaration for Volunteers and Contractors" form which the church should keep in their records and be able to produce if required by the school.
6. In the case of a Complaint being made against a SRE Teacher, the school will be asked to provide the Contact details for the SRE Church Coordinators, so that a complaint can be submitted to the church.