Assemblies and Seminars

Guidelines and Templates

Our Vision

For every student in NSW Government Schools to be given the opportunity to question, explore and discover the Christian faith for themselves.

Assemblies and Seminars

Easter, Christmas and Education Week offer opportunities for churches to work together in preparing a celebration. <u>High School SRE</u> provides opportunities for Churches to work together in preparing a seminar that presents the Good News of Jesus to students. The success of an assembly or seminar depends on thorough preparation and clear communication.

To ensure you are inclusive it is advisable to nominate a small committee, with representatives of all those religious persuasions teaching SRE in the school. All participating churches should be invited to be involved in the planning regardless of whether Special Religious Education is taught denominationally or joint-denominationally.

The assembly/seminar content must respect the views of the participating churches and parents and participating churches must agree to the suitability of the content and anyone presenting the assembly, particularly if they are a visiting presenter.

<u>All assemblies and seminars must follow the same Religious Education Implementation guidelines as a normal SRE class.</u>

If you are not following a curriculum for your assembly or seminar, <u>**you MUST send a copy of the planned seminar content to ACC SRE for approval**</u>. The Seminar/Assembly Outline should be publicly available, as with all SRE Curriculum.

The combined assembly/seminar must be a genuine educational activity and is not to be used as an opportunity for an evangelistic appeal. It may be advisable to have separate assemblies/seminars for students of different ages, or those with special needs.

NB. An assembly or seminar that is NOT SRE, but comes under student welfare must follow the duty of care and welfare requirements of the school.

Planning Guide

1. Determine the purpose of the assembly/seminar

> The aim of the assembly/seminar must be clear and agreed to by all participating churches.

2. Content of the Assembly/Seminar (script, songs, audio, visuals, props)

- All participating churches must be informed of and agree to the content of the assembly.
- The content must be educationally sound using appropriate teaching techniques.
- Consideration must be given to developmental stages, understanding and learning styles of the students.
- The assembly must be considered in context e.g. Do the students have the background to enable them to make sense of the content?
- If participating churches and school agree, any video material must carry the "G" rating for primary schools. High school assemblies may have a PG rating. Presenters must be aware of media permissions set by the school and the Department of Education. <ins>All audio visual material that is not from a curriculum MUST be approved by your Provider.</ins>
- A copy of the content should be given to the school for reference.

3. Assemblies/Seminars involving visiting groups/speakers

> Any visiting presenter should be approved by the committee, including any cost to have them come, and how payment will be made.

> Presenters must be authorised by an Approved Provider, i.e. hold an SRE name card.

> Vising presenters must provide the content of their presentation to the organising team in enough time prior to the assembly/seminar for agreement and to provide content to the school and the Approved Provider for approval.

4. Promotional flyers and leaflets

> Where there is agreement, local events like Easter/Christmas services can be advertised. Promotional material must be agreed to by the committee members and the school principal.

5. Reflection

> After the assembly/seminar, meet again and make notes on things that went well and activities you may not choose to do again and why.
> You may also seek feedback from the school and those present from local churches.

SRE Assembly Template	
School and team details	
School	Name of the school where the assembly will be held
Address	Address of the school
Date and time	Date and time of the assembly (include set up/ pack down time if required)
SRE Committee Co-ordinator and Contact details	Include the name and contact details of the person responsible for organising the assembly
School SRE contact	Include the name of the School SRE co-ordinator
Presenter	Include details of anyone involved in the assembly presentation
Authorised by	Include the Approved Provider who has authorised this person
Department of Education Clearance	Visiting presenters must sign the DoE volunteer/contractor declaration
Assembly Details	
Theme	Include the overall theme of the assembly
Curriculum Connection	How does this Assembly relate to the SRE curriculum?
Aim	Include the aim of the assembly
Outcomes	Include the teaching and learning outcomes
Bible Passage	Include the Bible passage/s the teaching content is drawn from
Teaching Outline	Include the basic points of the teaching that will be included
Foundational Scripture and/or Memory Verse	Include any foundational scripture or memory verse you want students to learn
Bible readings	Include any bible reading/s you wish to include
Song/s	Include links to song/s for people to listen to, along with lyrics
Multi Media	Include any links to multi-media to be used
Visual Aids/ props	Include visual aids/ props to be used
Assembly Outline	Include the format of the program and in what order the content will be included.

	Attach a risk assessment for the assembly, with any games or activities involving students specifically addressed.
Equipment provided by school	Include who will be responsible for accessing and running any school equipment
Equipment provided by presenter	Include what the presenter will be bringing
Equipment provided by organiser	Include equipment you need to provide

Template is to be used in conjunction with SRE Assembly and Seminar Guidelines

SRE Seminar Template	
School and team details	
School	Name of the school where the seminar will be held
Address	Address of the school
Date and time	Date and time of the seminar (include set up/pack down time if required)
SRE Committee Co-ordinator and Contact details	Include the Name and contact details of the person responsible for organising the seminar
School SRE contact	Include the name of the School SRE co-ordinator
Presenter	Include details of anyone involved in the seminar presentation
Authorised by	Include the Approved Provider who has authorised this person
Department of Education Clearance	All visiting presenters must sign the DoE Volunteer and contractor declaration
Seminar Details	
Theme	Include the overall theme of the seminar
Connection to Curriculum	How does this seminar connect to the curriculum?
Aim	Include the aim of the seminar
Outcomes	Include the teaching and learning outcomes

Bible Passage	Include the Bible passage/s the teaching content is drawn from if applicable
Teaching Outline	Include the basic points of the teaching that will be included
Song/s	Include links to song/s for people to listen to, along with lyrics
Multi Media	Include any links to multi-media to be used
Visual Aids/ props	Include visual aids/ props to be used
Seminar Outline	Include the format of the program and in what order the content will be included Attach a risk assessment for the seminar, with any games or activities involving students specifically addressed.
Equipment provided by school	Include who will be responsible for accessing and running any school equipment
Equipment provided by presenter	Include what the presenter will be bringing
Equipment provided by organiser	Include equipment you need to provide

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