RELIGIOUS EDUCATION VISITATION PROCESS for RELIGIOUS INSTITUTE SCHOOLS

Catholic Education Archdiocese of Brisbane

2007- 2011
Introduction

The Formal Religious Education Visitation Process for Religious Institute schools is part of the overall Religious Education quality assurance process for all Catholic schools in the Archdiocese. It is a continual process that engages at least four Religious Institute schools annually. An annual report is provided to the Archbishop in February each year through the office of the Executive Director on the outcomes of the Visitation process that occurs in Religious Institute schools. Visitation is facilitated by the Principal Education Officer Religious Education or his nominee on behalf of the Archbishop as per his letter (27 January 2006) where he writes:

“I wish to reaffirm the purposes of Round Three”:

- To ascertain how schools have implemented the agreed action plan from Round Two
- To ascertain in a formal way how schools are implementing the new Archdiocesan Guidelines for Religious Education and responding to current educational contexts
- To provide affirmation, support and challenge to individual school communities in all that concerns the classroom teaching of religion and the religious life of the school
- To a means of responding formally to the archbishop on Religious Education in catholic schools in the archdiocese

The process adopted will be:

- A preliminary reflection, analysis and brief summation by the school community of the manner in which it has implemented the agreed action plan from Round Two of Visitation.

- A preliminary analysis, reflection and brief summation by the school on its implementation of the Archdiocesan Guidelines and directions for Religious Education in relation to teaching and learning in Religious Education and in the religious life of the school.

- A formal discussion between key school personnel and Archdiocesan representatives.

- Identification of areas for affirmation, renewal and action.

- A formal report to the Principal Education Officer Religious Education prepared by the visiting Archdiocesan representatives.

- An annual summative report to the Archbishop prepared by Principal Education Officer Religious Education on behalf of the Executive Director.
The Process

The Education Officer Religious Education assigned to the school will contact the Principal and APRE to determine the timeline for the school’s participation in the Visitation Process. The date and time of the Visitation is then confirmed in writing by the Principal Education Officer Religious Education.

The Visitation Panel will consist of two authorised Archdiocesan representatives, usually two specialist Religious Education staff from BCEO, the Principal, Assistant to the Principal Religious Education, staff and parent representatives. Others who may be included on the panel are clergy associated with the school, representative/s of the Religious Institute’s governing body and students.

Step One

a) Once the timeline is formally confirmed, the school community reflects on the Report of the Round Two Visitation Process. A brief summary is developed on how the recommendations from the Round Two Report have been enacted.
b) Data is gathered to complete the Visitation Template (attached).
c) A small working group within the school community is formed to analyse data gathered in preparation for the Visitation panel discussion involving Archdiocesan representatives and representatives of the school community. Engagement of members of the school community occurs.
d) The completed Visitation Template, and any additional materials that the community may choose to include, is sent to the Principal Education Officer Religious Education two weeks prior to the scheduled Panel discussion. The school provides additional copies of the completed template to school representatives on the Panel.

Step Two

The formal Panel discussion of 1½ to 2 hours occurs on the established date. The Visitation Template is used as the basis for the discussion. In light of the panel discussion affirmations, recommendations and an action plan are agreed upon.

Step Three

A formal report resulting from the Panel discussion is prepared by the Archdiocesan representatives. This report is provided to the Principal Education Officer Religious Education.

Step Four

The Principal Education Officer Religious Education, as authorised by the Archbishop as his delegate on these matters, provides a summation report to the Executive Director who in turn writes to school leadership acknowledging engagement in the Visitation process and the agreed action plan finalised in the Panel discussion. This letter includes a copy of the formal report. A copy is also sent to Congregational authorities.

Step Five

School leadership communicates the outcomes of the Visitation Report to the school community and implements the action plan in line with its school renewal processes.

Step Six

An annual Summative Report on Religious Education in the Archdiocese is provided to the Archbishop by the Principal Education Officer Religious Education each February.