# SRE and SEE enrolment guide

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| Task | SRE/SEE – School responsibilities | Yes/No | Comments |
| 1 | Authorisation letter/s from approved providers held on file. |  |  |
| 2 | Evidence of cross referencing of SRE/SEE teachers on the Not To Be Employed list (on eCPC). |  |  |
| 3 | SRE/SEE participation letter includes the name/s of the approved providers taken from the authorisation letter.  For combined arrangements, the participation letter includes the names of the approved provider in the combined arrangement and which approved provider is responsible for delivery of SRE. |  |  |
| 4 | The school website provides information for parents/carers on SRE/SEE as follows:   * name of approved provider/s * link to approved provider’s authorised curriculum scope and sequence * alternative meaningful activities. |  |  |
| 5 | School’s weekly timetable shows time allocation of SRE/SEE for not less than 30 minutes per week and not greater than 60 minutes per week (or flexible equivalent of this time). |  |  |
| 6 | Evidence of alternative meaningful activities (not regular classwork) being conducted during the time set aside for SRE/SEE. |  |  |
| 7 | Class list of students attending SRE/SEE is available. |  |  |