

Christian Religious Education - guide for new primary schools

Regular procedure following a parent request for Christian Education

The CEIS project exists to provide a coordinated service to ACT government schools that receive a request by parents for their children to receive Christian Education at school. The service includes liaison with requesting parents, school Principals, local churches, volunteers, and the ETD. Initially run by the ACT Council of Churches, as of 2025, this is a project of SU Australia, a not-for-profit Christian organisation with a focus on children, young people and families. SU Australia supports Christian Education classes in around 400 government schools in four states and territories across Australia. This table outlines the regular process for a school, following an initial request for Christian Education.

	SCHOOL PROCESS	ACTION/DETAILS	BEST PRACTICE
1	Request for Christian Education	Meet with CEIS staff member to discuss regular process. Contact office@ceis.org.au to coordinate.	Respond to parent/CEIS within one week. Meet with CEIS representative within the month
2	Parents informed about Christian Education	Distribute CEIS information to each family	CEIS information to all families to ensure clarity, consistency and equity for informed decision making.
3	School Board informed about Christian Education	CEIS School Board information document shared at board meeting <i>(for advising - no actual decision required)</i>	School Board understand allowances and procedures for Christian Education.
4	FAQ's including school assistance	CEIS FAQ's for schools shared at staff meeting	School staff understand CEIS requirements, including duty-of-care and respectful welcome.
5	Student participation consolidated via parent requests/ notes returned	Inform school administrative staff of CEIS and provide them CEIS enrolment template (or design similar), in order to provide CEIS coordinator with a list of enrolled students' names, year groups, and CEIS session times. Please note: students can be removed from CEIS classes at any time at the written request of parents/carers.	Permitted students collated into groups of approx. 26 per one-hour session in regular schools OR small groups relative to special needs*
6	Time and space	Choose most suitable day for the school during weeks 4-10 (best repeated each term) Book library, hall, spare classroom, or other space	Add CEIS to school planning and calendar. Book required space. Inform all staff each term.
7	CEIS term sessions	All staff reminded of CEIS occurrence, students participating and session times	Assigned school staff member collects students, marks roll (using school permission list) and supervises CEIS session.
8	School newsletter adverts	Emailed from CEIS each school term as a reminder for families involved	Relevant staff advised to receive and place advert in newsletter each term.
9	New school year	Existing permission list rolls over. New students receive CEIS information New requests added to existing class list/s CEIS groups/sessions updated accordingly for new year classes and CEIS numbers (Up to 24 students per CEIS session)* Book time and space for CEIS sessions	New families receive CEIS information via school information pack or Term 1 note distribution. Re-requests not required for participating students. CEIS groups, time and space booked for new year.

* in schools catering to students with special needs, groupings of students will be unique, in relation to the students and needs

