

Archdiocese of Armagh

Religious Education

Subject Plan



Name of School:

Date:

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- Liturgical Year Times of Significance Record**
- Liturgical Year Overview Term 1, 2 and 3**
- Liturgical Year Co-curricular Activities**
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- Evaluation in the RE Department**
- Liturgy and Para – Liturgy Evaluation**
- Work Plan for staff in the RE Department**
- Record of Parent/Teacher/Student Meetings in the RE Department**

Options Structure in RE

Grouping of Pupils (Mixed ability, Streaming)

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The Mission Statement of Our School

***Religious Education in the Whole School
Community/Life/Day***

(Mention ethos, trustees, staff, liturgical year etc.....)

Religious Education Policy

Programmes taught in the school

(Simply tick those which apply)

Year Group	Examination	Non Examination
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
JCSP		
LCAP		

The Liturgical Year Overview

Month	Times Marked	Group/Whole School
September		
October		
November		
December		
January		
February		
March		
April		
May		

Aims of Religious Education

EXAM

or

NON EXAM

Religious Education Objectives:

EXAM

or

NON EXAM

***The Religious Education Department
Guide to the Department***

The RE Department Subject Co-Coordinator

Month	
Sept	
Oct	
Nov	
Dec	
Jan	
Feb	
March	
April	
May	

Other Duties/Responsibilities:

The RE Department Subject Teacher

Month	
Sept	
Oct	
Nov	
Dec	
Jan	
Feb	
March	
April	
May	

Time Allocation to Religious Education

Year Group	Teacher	Day and Time of Classes
1st		
2nd		
3rd		
4th		
5th		
6th		
<i>JCSP</i>		
<i>LCAP</i>		

Time Allocation:

Timetabling:

This should be following by a timetable showing when RE Teachers are timetabled together to aid planning and another showing the complete RE timetable for the school.

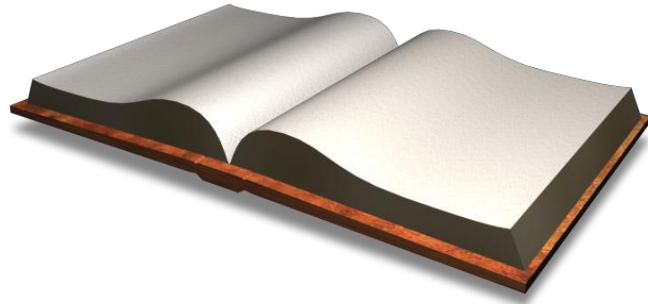
Religious Education Classes in the School 200

Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Religious Education Planning/Meeting Times 200

Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Curriculum Content



*Content to be covered in
each Year of Programme.
Use this template for each
year group or class group.*



Subject Department Curricular Plans 200_____

Subject Co-ordinator:

Subject:

Year Group:

Level:

Book:

*Time Period**Topics/Areas to be covered*

Sept – Autumn Midterm

- 1.
- 2.
- 3.
- 4.
- 5.

Midterm -Christmas

- 1.
- 2.
- 3.
- 4.
- 5.

Christmas- Easter

- 1.
- 2.
- 3.
- 4.
- 5.

Easter -Summer

- 1.
- 2.
- 3.
- 4.
- 5.

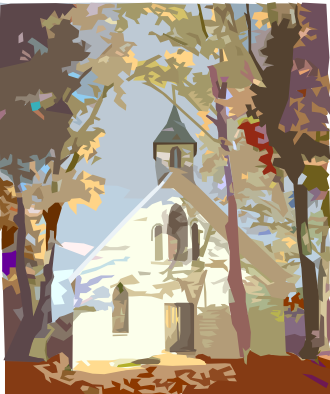
Textbooks and Course Materials used by Teachers

Year Group	Textbooks	Other Course Materials
1st		
2nd		
3rd		
4th		
5th		
6th		
<i>JCSP</i>		
<i>LCAP</i>		

Range/Variety of Resources available to the teacher within the school and outside the school

Resources/Facilities available to the RE Teachers

Inside the School	Outside the School



RE DEPARTMENT - Resources Stock List

Videos/DVDs (v=video and d=DVD)	Equipment

RE DEPARTMENT - Resources Stock List

Magazines/Folders	Other resources

**RE DEPARTMENT - Resources which would benefit the
subject department**

Using ICT in Religious Education Classes

Availability/Use of ICT Facilities:

Year Group	Example 1	Example 2
1st		
2nd		
3rd		
4th		
5th		
6th		
JCSP		
LCAP		

Cross Curricular Planning

Year Group	Example 1	Example 2
1st		
2nd		
3rd		
4th		
5th		
6th		
JCSP		
LCAP		

Class Organisation:

Homework Procedures:

Assessments/Examinations Procedures

Year Group	Term 1	Term 2	Term 3
1st			
2nd			
3rd			
4th			
5th			
6th			
JCSP			
LCAP			

Effective Teaching Methodologies

Effective Teaching Methodologies Examples

Year Group	Term 1	Term 2	Term 3
1st			
2nd			
3rd			
4th			
5th			
6th			
JCSP			
LCAP			

Recording Keeping Procedures

Sample templates for recording:

- **RE Department Planning Meeting**
- **RE Department Review Meeting**
- **Liturgical Year /RE Meeting Record**
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- **Liturgical Year Review Meeting**
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- **Liturgical Year Overview Term 1,2 and 3**
- **Liturgical Year Co-curricular Activities**
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R E Department Planning Meeting

Time of Year: _____

Date: _____

Present:

Purpose of the Meeting

Action Taken

Signed:

Date:

R E Department Review Meeting

Time of Year: _____

Date: _____

Present:

Purpose of the Meeting

Action Taken

Signed:

Date:

Liturgical Year/Religion Department Meeting Record

Names of those in attendance:

Purpose of Meeting:

Detail of Meeting

Date: _____

Time: _____

Brief Outline

Recorded By:

Signed: _____

Date: _____

Liturgical Year Planning Meeting

Time of Year: _____

Date: _____

Present: _____

Purpose of the Meeting

Action Taken

Signed:

Date:

Liturgical Year Review Meeting

Time of Year: _____

Date: _____

Present: _____

Purpose of the Meeting

Action Taken

Signed:

Date:

Liturgical Year Celebrations/Events/Times/Times of Significance Record.

Name of Group: _____

Year Group: _____

Time of Significance _____

Detail of Celebration

Date: _____

Time: _____

Brief Description:

Names of all People involved:

Recorded By:

Signed: _____

Date: _____

The Liturgical Year Overview – Record

Term 1

Month/Time of significance	Group class/year/whole school/staff	Location-classroom/ Prayer room/hall	Description – prayer service, Mass Retreat
Sept			
Oct			
Nov			
Dec			

Term 2

Month/Time of significance	Group class/year/whole school/staff	Location-classroom/Prayer room/hall	Description – prayer service, Mass Retreat
Jan			
Feb			
March			

Term 3

Month/Time of significance	Group class/year/whole school/staff	Location-classroom/Prayer room/hall	Description – prayer service, Mass Retreat
Mar			
April			
May			

The Liturgical Year – Co Curricular Activities

Month/time of significance	Group – Class/Year/whole School/Staff	Location – classroom/ Prayer room, Hall	Description – Prayer Service, Mass Retreat
Sept			
Oct			
Nov			
Dec			

Jan			
Feb			
Mar			
April			
May			

Retreat/Faith Experience Planning

Group	Organising Teacher	Retreat Venue	Term/ Time of Year
First Year			
Second Year			
Third Year			
Fourth Year			
Fifth Year			
Sixth Year			

Planning in Religion Education – Religious Education related visitors into school

Group	Organising Teacher	Organisation	Term/ time of year
First Year			
Second Year			
Third Year			
Fourth Year			
Fifth Year			
Sixth Year			

Community Outreach – Link with Parish

Group	Organising Teacher	Visits In	Visits Out
First Year			
Second Year			
Third Year			
Fourth Year			
Fifth Year			
Sixth Year			

Evaluation in the Religious Education Department

Year: _____ Class: _____ Date: _____

Description	Comment

Liturgy and Para-liturgy Evaluation in the Religious Education Department

Year: _____ Class: _____ Date: _____

Description	Comment

WORK TO BE COMPLETED IN RE DEPARTMENT 200__

Month	Department	Liturgy	Resources
Sept			
Oct			
Nov			
Dec			
Jan			
Feb			
March			
April			
May			

Religious Education Department

REPORT ON STUDENT/PARENT/TEACHER MEETING

Student's Name: _____

Class: _____ **Year:** _____ **Date:** _____

Meeting requested by: _____

Reason for meeting:

People present:

Issues raised: _____

Conclusions/Action: _____

Signed: _____ Date: _____

Additional Information:



Options Structure:

Grouping of Pupils (Mixed ability, Streaming):

Student Access to Subject / Level:

Reporting Procedures in the RE Department

Within the RE Department	
To Management	
To Students	
To Parents	
Outside School	

Teacher In-Career Development:

2005/06:

Name	Date	Provider	Topic

2006/07:

Name	Date	Provider	Topic

2007/08:

Name	Date	Provider	Topic

2008/09:

Name	Date	Provider	Topic

2009/10:

Name	Date	Provider	Topic

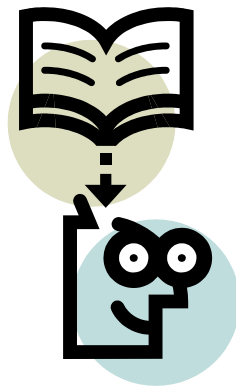
2010/11:

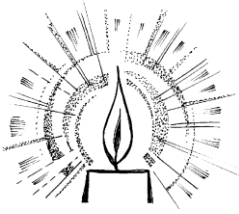
Name	Date	Provider	Topic

Other

Useful

Templates





Preparing a Mass



Before you begin – Mass for _____

Context: Who will be present?

What events/experiences will influence the liturgy?

Setting Where will the liturgy be held?

Time When will the liturgy take place?

Theme/Focus:

Clergy :

The Liturgy

(Please use this in planning)

Entrance Hymn:

Opening Introduction:

Penitential Prayers :

Opening Prayer :

Gloria

Liturgy of the Word

First Reading:

Psalm :

Second Reading :

Gospel ;

Homily Theme

Creed

Prayers of the Faithful

Liturgy of the Eucharist

Offertory

Gifts

Music

Narrator

Eucharistic Prayer

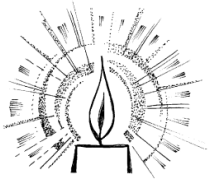
Our Father – Peace Prayer – Sign of Peace

Holy Communion Music/Hymns

Communion Reflection

Concluding Rite & Final Blessing

Closing Hymn



Planning a Non-Eucharistic liturgy



Before you begin

Setting

The liturgy itself

Opening Reflection

Word of God

Responding to God's Word – Prayers

1.

2.

3.

4.

5.

6.

Closing Reflection

Music to be used:

1.

2.

3.

4.

Religious Education Term Scheme of Work

Year: _____

Class: _____

Term 1	Week	Work to be completed
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	

Religious Education Term Scheme of Work**Year:** _____**Class:** _____

Term 2	Week	Work to be completed
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	

Religious Education Term Scheme of Work**Year:** _____**Class:** _____

Term 3	Week	Work to be completed
	1	
	2	
	3	
	4	
	5	
	6	
	7	

Religious Education Weekly Lesson Planner

Class _____

Week beginning _____

Lesson	Class work	Homework

Religious Education Monthly Scheme

Class _____

Month _____

Week	Class work	Homework
1		
2		
3		
4		

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Details of students who wish to opt out of Religious Education 2008-09

Name	Year	Class	Reason	Note	Meeting

Details of students in the school who do not receive Religious Education 2008-09

Name	Year	Class	Reason	Note	Meeting



