

CHIGWELL & HAINAULT SYNAGOGUE

CERTIFICATE OF RELIGIOUS PRACTICE PROCEDURE - MAY 2011

STEP 1	Pre-registration by e-mail, phone or letter Administrator adds to attendance register
STEP 2	Administrator prepares 8 attendance cards for each child and places them alphabetically in card box
STEP 3	Authorised official with card box available in synagogue lobby between 10.45 am and 11 am (plus any further time the authorised official is available) on each Shabbat morning from 7 May 2011 to 7 January 2012 to hand out cards, and on each Friday night before the service from 6 May 2011 to 6 January 2012 <ul style="list-style-type: none">• Only one card issued at a time• Primary and Nursery school applications: Parent or child must be present• Secondary school applications: Child must be present• Cards may not be collected on behalf of others• Cards not available outside above times
STEP 4	Cards taken to service and handed to identified authorised official at end of service Cards may not be handed in on behalf of others
STEP 5	Authorised official places collected cards in designated secure location in synagogue office
STEP 6	Administrator initials cards (with date of attendance), updates attendance register and retains cards with relevant Shabbat date identified in secure location as a permanent record in case of query
STEP 7	At relevant time (dependent on school) the synagogue will issue a letter signed by Rabbi Davis or authorised official confirming attendance details and/or on presentation of the schools' application form will sign the appropriate declaration on the form