

St Richard's Parish

Cawley Road, Chichester
PO19 1XB tel: 0752 169 7117
chichester@abdiocese.org.uk



November 2020

Dear Parent/Guardian

Preparing your child for their First Reconciliation and First Holy Communion in 2020/21

Your child's preparation for their first Reconciliation and first Holy Communion is an important stage on their journey of faith. As parents, you are the main teachers of faith to your children. The catechists and I, want to support you and your child in this preparation for first Reconciliation and first Communion. The programme is open to children in Year 3 and above and gives you the opportunity to prepare with your own child.

This year, due to Covid, we are starting the course later than we normally would, but there will be one or two sessions each month and initially at least these will be run via Zoom. You can access Zoom for free on your smartphone, tablet or computer and it is very easy to use, you just need to follow a few steps that we will give you.

You need to choose one of two different times of session (either Sat 9-10am or Sat 10.30-11.30). The date of the First Reconciliation will be either 20th or the 27th March.

Before registering your child for this course, please be aware that there is a commitment required from you and your child and that it is essential that you and your child commit to attending every Zoom class and engaging in the session. If not, it could result in your child being unable to complete the programme.

There will be an initial Zoom meeting for parents only on Monday 7th December at 7.30pm where you can ask any questions about the course content or practical queries, and bring worries you may have about your child's first Communion and first Reconciliation preparation. This year, with all the Covid restrictions, we will all have to learn to work together differently, but we are confident that the course will work well via Zoom.

The full list of dates for the programme of parents' and children's meetings is provided to enable you to plan in advance. **Please keep the list of meeting dates before returning the form.**

We will need to contact you via email. So, if you do not have an email address please can you pair up with one of the other children's parents to enable them to notify you of any reminders.

The parish office will need to receive a completed application form including the section giving your consent for videoconferencing (either the online form www.strichardschichester.co.uk/communion or paper copy) by Monday 30th November. Please attach with the form: a copy of your child's baptism certificate (not necessary if they were baptised in Chichester or Bosham). We ask for a £20 donation towards course materials for the programme. There are a number of ways you can pay this: bank transfer, cheque or cash through the parish office door, credit card (we have a card machine in the office).

Thank you.

Canon Tom Treherne

First Holy Communion 2020/2021 Registration Form

Child's Full Name:

Child's preferred name / How they are known:

Parents'/Guardians' Names:

Address:

.....Emergency Contact No:

Email Address: Child's Date of Birth:

Date and Place of Baptism:
(Please attach copy of Baptism Certificate if not Baptised in the Parish of Chichester)

Child's School: Year Group:

My first preference for myself and my child would be to attend the following session:

- Saturday 9am-10am
- Saturday 10.30am-11.30am

Does your child suffer from allergies, including e.g. to bread/gluten or wine? (please specify)

Does your child have any additional needs we should be aware of? YES/NO

Details:

Donation for the booklets for the programme

As part of the programme you and your child will receive a set of booklets from the Growing Up Catholic Programme. I have made my payment of £20 towards the cost of the booklets please give details of how this payment has been made.....

Signed:(Parent/Guardian) Date:

Name: (IN CAPITALS PLEASE)

PLEASE KEEP THE LIST OF DATES but return this page to the Parish Office, St Richard's Church,
Cawley Road, Chichester PO19 1XB. NO LATER THAN Friday 30th November 2020

Consent form for use in videoconferencing

This year's First Holy Communion Programme is going to be run virtually and we want you to be clear about how that will work, what we will do and what we expect you to do to keep your child safe online.

The meetings will start on: 7 th December 2020 with the Introduction Evening

The Online platform we will be using is: Zoom

In order to make sure that your child stays safe online, we ask that *you* do the following:

- Access to the platform is made through the parent/carer's account, unless your child meets the age restrictions for the platform
- A parent or carer will be with the child at ALL times.
- Your child must take part in the video call in a suitable communal environment (not a bedroom) and be appropriately dressed (fully dressed in clothing that covers top and bottom half of the body). All members of the household must be aware that the call is taking place and make sure that they are appropriately dressed, use appropriate language and behaviour when nearby or in the background.
- Some of the video calling software has a built-in option for a virtual background - you may feel this is an appropriate feature to turn on, you also may prefer to have your camera switched off.

In order to protect your child, we will:

- Have a minimum of two adults present throughout the call who will stay on the call until everyone has 'logged off'
- Adults involved in the call will hold a current disclosure certificate (DBS) as required for their volunteer role
- No one will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (i.e. email)
- Those holding the meeting will watch through and check any links or videos they may direct you child to. They will make sure that everything they use is age appropriate
- Leaders and other adults on the call will use appropriate language/behaviour throughout the call
- Those leading the meeting will ensure they are in a communal living space throughout the call. They will ensure they have an appropriate background in any video calls, and any members of their household will use appropriate language/behaviour throughout the call
- The recording function will be disabled.

In signing this you are confirming that (please mark all that apply):

	X
You have read, understood and agree to your part in the above requirements	
You give consent for your child to be part of online virtual meetings	
You give photo and video consent for your child	

Signature (Parent/Carer)

Date.....

Please fill in all relevant sections of this form and return to: Amy at the Parish Office, chichester@abdiocese.org.uk,
Or post to: The Presbytery, Cawley Road, Chichester, PO19 1XB

Privacy Notice

Your personal details on this form, or that you have supplied to the Parish has been collected for legitimate reasons in pursuance of the Roman Catholic Faith and in accordance with the law, for safeguarding purposes. The information that you have provided to us will not be transferred to any third party for general marketing purposes. It is necessary for the Parish to work with other third parties such as the National Catholic Safeguarding Commission (NCSC), Local Authorities and the Police and other organisations that supervise or assist with safeguarding processes. Your personal information may be transferred to these relevant organisations as required. The personal information that you have supplied, will at all times be securely stored on Parish, or relevant third party IT systems, or other secure filing systems, in accordance with standard safeguarding procedures. Thereafter, the personal information about you will be securely destroyed. You can read our full privacy notice at

https://assets.website-files.com/5ed93a8802f9816a9341c2a2/5f7e4ec63fd5461ee2a08216_GDPR%20PRIVACY%20NOTICE.pdf

Schedule of First Holy Communion and First Reconciliation (each weekend children are only expected to attend one of the classes and one Mass for each session.)

First Holy Communion 2020/21

Session	Date	Time	How
Parents and carers' Introductory Meeting	7th December 2020	7pm	Via Zoom (code to be sent)
Session 1 for parents and children	12th December 2020	9am -10am	Via Zoom (code to be sent)
Session 1 for parents and children	12th December 2020	10.30-11.30am	Via Zoom (code to be sent)
Online Mass 10am	13th December 2020	10am	YouTube
Session 2 for parents and children	9th January 2021	9.15-10.30am	Via Zoom (code to be sent)
Session 2 for parents and children	9th January 2021	10.45-12 noon	Via Zoom (code to be sent)
Online Mass 10am	10th January 2021	10am	YouTube
Session 3 for parents and children	23rd January 2021	9am -10am	Via Zoom (code to be sent)
Session 3 for parents and children	23rd January 2021	10.30-11.30am	Via Zoom (code to be sent)
Online Mass 10am	24th January 2021	10am	YouTube
Session 4 for parents and children	6th February 2021	9.15-10.30am	Via Zoom (code to be sent)
Session 4 for parents and children	6th February 2021	10.45-12 noon	Via Zoom (code to be sent)
Online Mass 10am	7th February 2021	10am	YouTube
Session 5 for parents and children	27th February 2021	9.15-10.30am	Via Zoom (code to be sent)
Session 5 for parents and children	27th February 2021	10.45-12 noon	Via Zoom (code to be sent)
Online Mass 10am	28th February 2021	10am	YouTube
Session 6 for parents and children	13th March 2021	9.15-10.30am	Via Zoom (code to be sent)
Session 6 for parents and children	13th March 2021	10.45-12 noon	Via Zoom (code to be sent)
Online Mass 10am	14th March 2021	10am	YouTube
First Reconciliation	20th March 2021	9am onwards	St Richard's Church
First Reconciliation	27th March 2021	9am onwards	St Richard's Church
Session 7 for parents and children	24th April 2021	9.15-10.30am	Via Zoom (code to be sent)
Session 7 for parents and children	24th April 2021	10.45-12 noon	Via Zoom (code to be sent)
Online Mass 10am	25th April 2021	10am	YouTube
Session 8 for parents and children	22nd May 2021	9.15-10.30am	Via Zoom (code to be sent)
Session 8 for parents and children	22nd May 2021	10.45-12 noon	Via Zoom (code to be sent)
Online Mass 10am	23rd May 2021	10am	YouTube
First Holy Communion Mass	26th June 2021	2pm	St Richard's Church
First Holy Communion Mass	27th June 2021	2pm	St Richard's Church
Parish Day Mass & Certificates	11th July 2021 tbc	11am	St Richard's School Field