



'United in love and the light of Jesus, we inspire one another to learn, grow and shine'

This prayer and liturgy policy has been approved and adopted by the governing body September 2024 and will be reviewed in September 2026.

Chair of Governors: J Kingswood

Headteacher: K Harvey

RE Subject Lead: E Thompson

The Context of the Prayer and Liturgy Policy

'The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life.' (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

Statement of Requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20; Instrument of Government, clause 2).

The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)).

The school's provision for prayer and liturgy will fulfil pupils' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar.

Prayer and liturgy are not designated curriculum time. In the context of the Catholic school, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

Responsibility

Governance:

The governors, as guardians of the Catholic school's life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is a named person(s) who is responsible for prayer and liturgy in the school (the Prayer and Liturgy Coordinator)
- the prayer and liturgy policy is updated regularly and shared with all stakeholders
- there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.

Headteacher:

The headteacher, as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the leader(s) for prayer and liturgy
- those responsible for prayer and liturgy in the school have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the school.

Prayer and Liturgy Coordinator:

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an Annual Plan of Provision for prayer and liturgy across the school year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments
- there is daily planned prayer for all pupils, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, and delivery of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and readily available to staff and pupils
- induction on prayer and liturgy takes place for new members of staff as required
- staff have access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the headteacher and governing body to support whole-school development and the Catholic life of the school
- there is collaboration with local clergy and parishes
- liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

Overview of Prayer and Liturgy

Collective worship in a Catholic school names and celebrates God's presence in our lives. It is concerned with giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit.

It is an integral part of school life and central to the Catholic tradition. Prayer and Liturgy takes into account the religious and educational needs of all who share in it:

- Those who form part of the worshipping community in church;
- Those for whom school may be their first and only experience of church;
- Those from other Christian traditions – or none;
- Those from other faith backgrounds.

We believe that Prayer and Liturgy in our school aims to provide opportunity for all pupils and staff:

- To contemplate something of the mystery of God
- To gather for the common purpose to share the Word of God
- To reflect on spiritual and moral issues
- To explore their own beliefs
- To respond to and celebrate life
- To experience a sense of belonging and develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To reinforce prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To participate fully
- To take time out 'to wonder at', 'to come to terms with' and 'to give worth to.'

Principles

All Acts of Worship in this school will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Develop pupils' skills to enable them to prepare, organise and lead worship rather than always participating or contributing in a token way;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church¹. In order to do this, celebrations will:
 - be kept small wherever possible or appropriate to help to personalise the experience;
 - be short and appropriately paced
 - be simple, including a range of experiences offered in a variety of groupings and in a variety of settings.

The Planning, Content and Delivery of Prayer & Liturgy

Acts of worship are planned across school by staff and children, with sacred spaces created within our school environment. They follow a four-part structure to ensure consistency: Gather, Scripture, Respond and Mission.

Liturgy

'For where two or three are gathered in my name, there am I in the midst of them.'
(Matthew 18:20)

The Holy Mass is the highest form of worship. Whenever we gather together for mass, we remember and experience the presence of Jesus Christ. Going to mass frequently allows us to meet with and participate with Christ within His community of the faithful, strengthening and nourishing their hearts and minds for generations to come. We want our children to participate in prayer and liturgy to learn a set of action, ideas and habits, in partnership with home, school and parish. This lifelong learning forms us to participate more fully, not only in the liturgy, but in the life and mission of the church.

¹ Directory for masses with Children, paragraph 9.

An annual timetable of liturgy and events is set out in advance, in discussion with our parish priest and this is shared with the staff and the parish community. There are around ten whole school masses planned throughout the year to enable our children to experience the full liturgical year. These include Holy days and feast days. Masses are shared via ClassDojo and via our Faith Life leaflet, for parents to attend if they wish. Most masses now take place in the church to enable the whole year/school to gather together. However, some special masses (for smaller groups) may take place in school as appropriate e.g. Celebration Mass for children and families of those who recently made their first Holy Communion. In addition to whole school masses, there are regular opportunities for year groups to attend mass alongside parishioners on Tuesday mornings.

Eucharist

We believe that children are best introduced to prayer, the sacraments and particularly the Eucharist in a step-by-step approach. From Year 3 upwards, children from school are invited to partake in the Sacramental Programme through the Parish.

Eucharistic celebrations in school will highlight a special occasion and will normally be celebrated with children whose faith development has reached an appropriate stage. The same general principles will apply to planning a Eucharistic celebration as other acts of school worship, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to the 'Directory for Masses with Children' as a basis for our practice.

Celebration of the Word

'Blessed rather are those who hear the word of God and keep it!'

(Luke 11:28)

A weekly gathering of all pupils in a key stage allows for Celebration of the Word to be a reflection of the Gospel from the previous Sunday. A range of resources are used to enrich the experiences offered to our children. In addition to our Key Stage Celebration of the Word, Pupils take part in class-based Celebration of the Word. These are often led by pupils. Younger pupils may be involved in the preparation of the worship space and gradually lead other pupils in prayer, lead actions etc.

Prayer

'And whatever you ask in prayer, you will receive, if you have faith.'

(Matthew 21:22)

Each day, there are acts of prayer within classrooms. This simple and communal prayer may use familiar prayers, special prayers for any occasion and spontaneous prayers. In line with Christian tradition, we mark time with prayer. We use morning prayer, Grace Before Meals and an end of the day prayer as well as times of silence, personal reflection and intentions and examination of conscience.

The Timetable of Prayer & Liturgy

Monday	Tuesday (child led)	Wednesday (child led all year groups)	Thursday (child led/initiated)	Friday (child led/initiated)
Key Stage Celebration of the Word (in hall) including prayer led by SLT with Liturgy Leaders	Liturgy: Celebration of the Eucharist in church (classes rotate throughout the year) or Morning Prayer in class	Child-led Celebration of the Word (Wednesday Word)	Prayer: Morning prayer	Prayer: Morning prayer / Child-led/child-initiated worship
Prayer: Grace Before Meals in class	Prayer: Grace Before Meals in class	Prayer: Grace Before Meals in class	Prayer: Grace Before Meals in class	Prayer: Grace Before Meals in class
Prayer: End of Day Prayer in class	Prayer: Daily Examen in class	Prayer: End of Day Prayer in class	Prayer: End of Day Prayer in class	Prayer: Praise Assembly including End of Day Prayer

Prayer and Liturgy takes place in the classrooms each day and is shown on the individual class overviews. Throughout our Prayer & Liturgy cycle, children are introduced to a range of songs, hymns and sung parts of the liturgy to ensure a wide shared repertoire. We use a range of traditional and contemporary music in our cycle, ensuring that any secular music is carefully considered and used appropriately.

Other faiths

Children and staff of other faiths are warmly welcomed into our school. Our school respects the religious integrity of its non-Christian students and staff by refraining from asking them to say the responses and prayers, to sing, or to perform gestures (for example, making the sign of the cross) that do not correspond to their own faith. We encourage respectful presence, even when prayers and responses are not said. We aim to have open dialogue with those from other faiths to ensure they feel welcome and represented.

Resourcing

Prayer and liturgy are central to our understanding of our role and mission as a Catholic school. This is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of our school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy are furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs are funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school. Each class has their own worship area and a basket of resources, including cloths to reflect the liturgical calendar. Additional resources are available in the resource cupboard.

In addition to the more permanent prayer spaces around school, a range of 'pop-up' prayer spaces are planned in advance. These usually reflect issues in the news, the Papal Mission/Encyclicals and times in the liturgical year, which allows pupils to celebrate, reflect and respond to moments of joy (e.g. Easter, Advent, Christmas) and sorrow (Good Friday, Remembrance). Our Peace Garden has a worship space where children can pray and reflect amongst nature. Focal points in each classroom and throughout the school reflect the liturgical season and will reference religious education. In this way they will be an outward sign of the school's ethos.

In order to give our children a range of experiences, we use ten:ten Prayer & Liturgy resources, CAFOD resources, Caritas resources, Wednesday Word, daily examen resources and other resources as appropriate.

Recording

Prayer & Liturgy is recorded:

- Through displays
- Class prayer book,
- Photographs
- Prayer & Liturgy planners
- Powerpoints saved on the server

Training and Formation

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

Monitoring and Evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Monitoring activities include observation of acts of worship, pupil voice and staff voice. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

Review

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.

Reviewed September 2024

Next review September 2026

The Role of the Lead for Collective Worship

- Formulating a written policy for *Collective Worship*
- Ensuring that there is a development plan for *Collective Worship* included in the school development plan
- Ensuring that *Collective Worship* is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that *Collective Worship* takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'
- Organising themes for *Worship*
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to *Collective Worship* including withdrawal from collective worship
- Developing staff confidence and expertise e.g. through modelling different prayer styles

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Observing Acts of *Collective Worship* and providing feedback
- Informing the headteacher of standards and developments in *Collective Worship*

Communication

- Communicating to members of the school community the significance and content of *Collective Worship*
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards *Collective Worship*
- Informing newly appointed colleagues of school policy regarding *Collective Worship*
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan Department for Education

Professional development/Ongoing formation

- Leading and organising inservice training and ongoing formation for *Collective Worship*
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading

Resources

- Evaluating existing resources.
- Developing the resources available for *Collective Worship* including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently.

Prayers available to children who are participating in Acts of Worship:

Age phase	5–7 (KS1)	7–9 (Lower KS2)	9–11 (Upper KS2)
Prayers	<ul style="list-style-type: none"> • The Sign of the Cross • The Lord's Prayer • Hail Mary • Glory be • Grace before meals • Grace after meals 	<ul style="list-style-type: none"> • The Apostles' Creed • An Act of Contrition • Angel of God • Come, Holy Spirit • The Prayer of St Richard of Chichester 	<ul style="list-style-type: none"> • Morning Offering • The Rosary • The Magnificat • Act of Faith • Act of Hope • Act of Love