

St Mary's Catholic Primary School
Bognor Regis



Prayer and Liturgy Policy
November 2024

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This prayer and liturgy policy has been approved and adopted by the governing body on [enter date] and will be reviewed on [enter date].

Signed by the Chair of Governors

Signed by the Headteacher



1. The context of this prayer and liturgy policy

At St Mary's we believe that the love of Jesus is expressed and deepened through prayer and celebrated through liturgy. Through prayer and liturgy, we hope to invite children into a relationship with Jesus, and support them to on this journey to deepen their relationship with Jesus. We recognise that each relationship with Jesus through prayer is an individual journey and may progress in different ways, at different times.

2. Legal 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). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (*The Mainstream Academy and Free School: Supplemental Funding Agreement*, December 2020; *Model Articles for Catholic Academies*, February 2019).

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)).

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.

3. Responsibilities

(a) Governance

The governors of the Catholic Ethos Committee will 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.

(b) Head of School and Executive Headteacher

The Head of School and Executive Headteacher, as the spiritual leaders of the school as a Catholic community, will 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*
- 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.

(c) Prayer and Liturgy Leader

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 Education Service and others is maintained to ensure they keep updated with best practice.

A Prayer and Liturgy team work alongside the Prayer and Liturgy Leader in order to fulfil these duties.

4. Overview of prayer and liturgy provision

The format for Collective Worship for our school will be:

Monday

Whole school. The theme is based on the previous day's Gospel reading at Mass. Led by the Head of School or other member of SLT.

Tuesday

Foundation/Key Stage 1 gather in the hall for an assembly/Celebration of the Word led by class teachers.

Key Stage 2 have a Celebration of the Word of class prayer time in class, mostly child-led.

Wednesday

Alternate weeks: Early Years/Key Stage 1, or Key Stage 2, gather in the school hall for a singing assembly. On the other week classes have class prayer time.

Thursday

Key Stage 2 gather in the hall for an assembly/Celebration of the Word led by class teachers.
Key Stage 1 have a Celebration of the Word of class prayer time in class, mostly child-led.

Friday Whole school collective worship/assembly

The theme for these are based around the liturgical year and cycle of prayer, Catholic Social Teaching, current issues, as well as involving a celebration of achievements e.g. maths awards, and House Points.

There are daily staff prayers at 8.15 am Tuesday-Friday.

Daily prayers are said in each class at the start and end of the day and before and after lunch.

The Planning, Content and Delivery of Collective Worship

Collective Worship is planned:

- following a structure with reference to the Church's seasons, significant dates and the 'To know You more clearly' Religious Education curriculum. Scripture will be the focus in most acts of worship.
- involving consultation with appropriate parties and reference to school aims and policies
- with flexibility to respond to changing situations within the school and the wider community
- in line with the A&B Progression of Prayer and Worship. It is invitational, inviting all members of the school community to participate, and to open their hearts and minds to Jesus.
- to develop in pupils skills of Formation and Mission that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.
- to hold in mind appropriate participation for those who hold other faiths and none.

The format for Collective Worship for our school will be:

- ❖ **Gather** – how we come together, the setting, the environment (quiet reflective music, lighted candles, icons etc.)
- ❖ **Listen** – every liturgy will centre around at least one text from the Bible, with the reading of the day or the 'To know You more clearly' branch (RE scheme) being the first source. The Word of God will be proclaimed from a bible or lectionary.
- ❖ **Respond** – The response to the Word may lead into a time of ritual action or communal prayer. The ritual action may vary (dance, music, drama, art, poetry etc.) We may place our needs before God (intercessory prayers). This will include a time of quiet reflection.
- ❖ **Go Forth** – Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives.

Key Stage Assemblies/Celebration of the Word

Each class will lead a Key Stage Assembly/Celebration of the Word each term. In the Autumn (Yrs1-6) and Summer terms (EYFS to Yr6). In the Spring Term these will be linked to Spirituality Week. In the Autumn and Summer Terms the focus of these celebrations are linked to the current topic being studied from the Religious Education 'To know You more clearly' or 'Come and See' (until July 2024) programme.

Class Liturgies/Celebration of the Word

Each class will also celebrate liturgies together on a regular basis as part of the RE 'Celebrate' element of their class assembly. These will often be child-led and children who are ready will be supported at an age appropriate stage to help to lead these liturgies. Some children who are ready for 'Mission', such as Faith Leaders, will be supported with formation to lead liturgies in other classes too.

Each class has a prayer focus, which changes regularly, and is used to support the development of an atmosphere conducive to worship, prayer and reflection. These acts of worship/liturgies are both adult and child led.

Mass

The whole school attend Mass at Our Lady of Sorrows to mark the beginning and end of each term; parishioners are also invited to attend. EYFS attend from the end of the autumn term, along with a Yr6 'Faith Buddy' who will help them to sit, stand, sing etc.

Each Key Stage 2 class takes it in turns to regularly attend Friday Parish Masses throughout the year. Each class will attend Mass at least once per term.

All children who have received the sacrament of First Holy Communion are invited to receive Holy Communion. Everyone else is invited to come forward for a blessing. Where a child belongs to a different faith this is discussed with both themselves and their family, and they are not expected to come forwards if they do not wish to, in order to respect their personal faith. EYFS and KS1 children receive a communal blessing prior to Communion.

Other sacraments and liturgies

Other celebrations such as Reconciliation are organised to celebrate seasons of the church and are held within school or in our local parish church 'Our Lady of Sorrows'.

KS2 children join parish Mass in OLOS on Holy Days of Obligation and Ash Wednesday, while EYFS and KS1 have a simple Celebration of the Word in school.

At the end of the academic year, Year 6 take part in an afternoon retreat at the Parish Centre.

Prayer groups

Children are invited to lunchtime prayer at different times of the year, usually May, October, advent and lent. These prayer groups are led by the Faith Leaders, supported by staff.

Spirituality Week

This is celebrated during the last week of the Spring Term. Sometimes this falls in Holy Week in which case the theme is Holy Week. In other years a different theme is chosen for the whole school. During this week there are many opportunities for prayer and reflection, offered in a range of ways.

Schools/Parish Links

Our Parish priest encourages and plays an active role in the development of collective worship for the school community. He supports staff/children in planning and preparing Masses, liturgies and services.

Overview of the School Year-see Appendix 1

5. Our school context

St Mary's is an authentic Christian community where pupils can articulate and live the Mission statement. Children come from a wide range of socio-economic backgrounds with an increasing number of EAL children, mainly from Eastern European countries, making up over 50% of learners. The school serves an area of deprivation. Approx 73% of children are Roman Catholic, many of whom chose the school for its Catholic ethos.

Children at St Mary's have heritage from all over the world with 22 home languages being spoken. Their Catholic faith is a strong unifying factor and parents are overwhelmingly supportive with over 92% supporting the school's *Ten:Ten* RSHE syllabus.

Many parents with children who have high needs are now choosing to send their children to St Mary's because of our inclusive ethos. The school has a large proportion of pupils with social, and emotional needs including a number who are identified as vulnerable.

6. Resourcing

Prayer and liturgy are central to the school's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

7. 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 is also 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.

8. 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. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

9. Review

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

Appendix 1-Overview of the School Year

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| <p>September Mass for the start of the school year (Yr1-6) Welcome Liturgy for Early Years and their families</p> | <p>January Mass for start of term/Epiphany</p> | <p>April Mass for the start of term Easter Production</p> |
| <p>October Harvest service October-Rosary prayer group</p> | <p>February Ash Wednesday-KS2 attend Parish Mass, EYFS and KS1- Celebration of the Word</p> | <p>May Rosary prayer group Marian Procession and celebration Feasts of the Ascension- KS2 attend Parish Mass, EYFS and KS1- Celebration of the Word</p> |
| <p>November Remembrance service All Saints Day-KS2 to Mass/EYFS and KS1-Celebration of the Word</p> | <p>March/April Lent prayer group Reconciliation Service and Sacrament of Reconciliation Spirituality Week End of Term Mass</p> | <p>June Good Shepherd service St Peter and St Paul- KS2 attend Parish Mass, EYFS and KS1- Celebration of the Word</p> |
| <p>December Advent prayer group Reconciliation Service and Sacrament of Reconciliation Deanery Advent service (UKS2) Nativities (EYFS and KS1) Carol service (KS2) End of Term Mass</p> | | <p>July Yr6 Retreat End of Term and Leaver's Mass</p> |