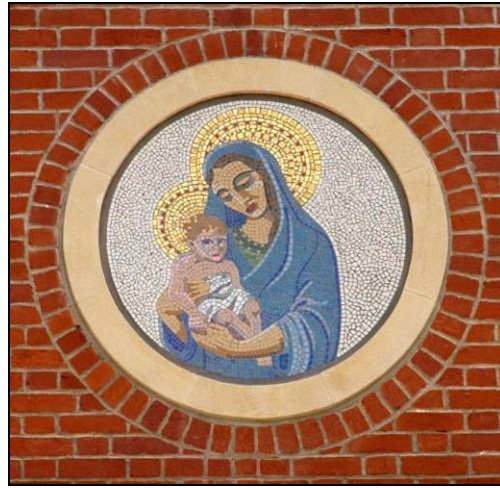


# Cottesmore St Mary Catholic Primary School

## Collective Worship & Prayer Policy



**'Manus nobiscum Domine'**  
**(Abide with us O Lord)**

**Date of policy review: October 2018**

**Next review: October 2020**

Policy written by: Colette Fairbanks

Policy reviewed & passed by: Pupils, Parents and Community Committee

Key people responsible for Religious Education: Rachel Breen, Colette Fairbanks, Cath McLoughin, Erin Brady-Smith

Other policies linked to this policy:  
Religious Education, EPR, SRE, Spiritual and Moral Development, Behaviour

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## Our Mission

*God made each one of us. We are all His unique disciples and are all part of His family.*

*We act as God wants us to whilst living the Gospel daily, praying and worshipping together so that we can grow closer to Him and each other.*

*We believe in ourselves and share our gifts and talents. We help each other to do our best, celebrating when we and others do well.*

*We respect each other's differences and include everyone.*

*We show care and support for others in school, at home, in our local community and in the wider world, especially by helping those in need.*

***Mane nobiscum Domine - Abide with us Lord.***



*We want all children, in our school, to dare to dream and to always have hope.*

*Knowing that God has a special plan for them, we want them to make the most of every learning opportunity so that they can grow into the best people they can be; fulfilling their dreams, living life to the full, being honourable and making a difference to the world around them.*

*We want all children to feel safe, content, confident, and proud and to joyfully reveal their faith and Christ to others.*

***Mane nobiscum Domine  
Abide with us Lord.***

## Flow Chart for Planning Collective Worship

### Locate Date and Time

At the beginning of the school year and term all to consult the Single Plan and School Diary dates to find out when Year Group and Whole School Masses/Services are taking place. This will ensure appropriate time is dedicated to the planning and practicing of the mass or service.

### Planning

#### Year Group Mass/Service

1. Class teachers to meet and consult with the Collective Worship Leader to find the relevant resources for planning a mass or service. Make up provisional timetable for planning and practice of parts **at least two weeks prior to the event.**
2. Class teachers to consult Music subject leader for advice/support with choice of music, appropriate hymns/songs of praise **at least two weeks prior to the event.**
3. Class teachers to consult with Headteacher to cover Music subject leader during practice and/or event **at least two weeks prior to the event.**
4. Class teachers to work collaboratively to write mass/service and to give draft to Collective Worship leader **at least one week prior to the event.**
5. Collective Worship leader to send draft to parish priest presiding over mass/service for approval or liturgical/procedural amendments **at least two weeks prior to the event.**

#### Whole School Mass/Service

1. Collective Worship Leader to meet and consult with the Headteacher to find the relevant resources for planning a mass or service. Make up provisional timetable for planning and practice of parts **at least two weeks prior to the event.**  
Class teachers to consult Music subject leader for advice/support with choice of music, appropriate hymns/songs of praise **at least two weeks prior to the event.**
3. Class teachers to consult with Headteacher to cover Music subject leader during practice and/or event **at least two weeks prior to the event.**
4. Collective Worship leader to write mass/service and to give draft to Headteacher, and teachers **at least one week prior to the event.**
5. Collective Worship leader to send draft to parish priest presiding over mass/service for approval or liturgical/procedural amendments **at least two weeks prior to the event.**
6. Class teachers to practice parts of mass/service with children.

### Practice

#### Year Group Mass/Service

1. Class teachers to practice parts of mass/service with children i.e. readings, drama, dance (Once).
2. Class teachers to make resources for event i.e. powerpoint presentation, art work

#### Whole School Mass/Service

1. Collective Worship leader to delegate parts of mass/service to teachers to practice with relevant children i.e. readings, drama, dance.
2. Collective Worship leader to delegate/make resources for event to class teachers i.e. powerpoint presentation, art work

### Event

1. Approach the School Business Manager and Caretaker **at least one week in advance** to set up mass/service seating for the day of the event.
2. Approach Colette Fairbanks **at least one week in advance** to set up the mass/service altar/focal point

## **Rationale for Collective Worship and Prayer**

We, at Cottesmore St Mary, believe that Christian worship in a Catholic school 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. We recognise that young children have a natural aptitude for prayer. They are open to God and respond in joy, wonder, anger, disappointment and elation to the world around them.

### **Legal Requirements.**

We acknowledge the legal requirement that there must be a daily act of worship for all pupils.<sup>1</sup> (This can take place at any time during the school day and can be either a single act of worship for all pupils, or separate acts of worship in school groups.) We understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. We also acknowledge that collective worship and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between the two will always be made clear.

The act of worship is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education.

In this school, as with any Voluntary Aided School, responsibility for arranging Collective Worship rests with the Governing Body after consultation with the headteacher.

### **The Place of Collective Worship in the Life of our School**

We endorse the belief that Collective Worship 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.

It will be an educational activity or experience to which all can contribute and from which all can gain.

Worship and prayer in this school is more than just a legal requirement. It is an integral part of school life and central to the Catholic tradition.

### **The Aims of Collective Worship.**

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

- To contemplate the mystery 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

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<sup>1</sup> Parents have a right to withdraw their child from Collective Worship. However, given the importance of Collective Worship in a Catholic school, parents and prospective parents need to be made aware of the fact that it can never be confined to 'timetabled slots' but may take place in a variety of contexts other than those which are specifically structured.

- To develop the skills of:
  - Reverence
  - Contemplation
  - Reflection
  - Interpretation
  - Empathy
  - Meditation
- To enrich religious experience
- To grow in liturgical understanding
- To reinforce prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To develop a sense of awe, wonder and inspiration in the person of Christ
- To develop the school community as part of the Church communities

## Principles

All Acts of Worship in this school will:

- Give glory and honour to God
- Be a quality experience, fundamental to the life of the school and its Catholic character
- Give children positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church.<sup>2</sup>
- Celebrations will:
  - be short and appropriately paced ( children's attention span lasts in any one activity for an average of one minute per year of life *i.e.*, 5-6 mins. For Key Stage 1 and 7-10 mins. For Key Stage 2 );
  - be simple, including a range of experiences offered in a variety of groupings and in a variety of settings.

At Cottesmore St Mary KS1 and 2 children share in 2 assemblies a week led by the headteacher and SLT. The Monday assembly is based on the liturgical year and the core termly themes. The Friday Good Disciple assembly is linked specifically to celebration of our school Core Gospel Values. 'We always try to do our best and rejoice in each others' successes.'

## The Planning, Content and Delivery of Collective Worship

Collective Worship is planned:

- following a structure with reference to the Church's seasons, 'Come and See', significant dates and the curriculum. Scripture will be the focus in most acts of worship. Worship follows a four part structure of **Gather, Listen, Respond, Go Forth**.
- with flexibility to respond to changing situations within the school and the wider community
- to develop in pupils skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way
- to involve families in collective worship events whenever possible

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<sup>2</sup> Directory for Masses with Children, paragraph 9.

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 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 place our needs before God (intercessory prayers)
- ❖ **Go Forth** – Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives. This gives the children the opportunity to think about how children can live the Gospel message in their daily lives

## **Class Liturgy**

Every Tuesday each year group comes together for a collective worship held in one class. In this year group worship the weekly gospel reading is shared and discussed with the children. Following the churches liturgical year.

Every Thursday, small groups of children plan and lead the class liturgy. Different children should be chosen each week so that all children in the class have had an opportunity to plan and lead a class Liturgy during the academic year. Planning templates are located on the school server to support teachers and children in planning their liturgies. Teachers support the children with their planning of class liturgy and support e.g. with selecting a theme.

## **Eucharist**

We believe that children are best introduced to prayer, the sacraments and particularly the Eucharist in a step by step approach.

In school, therefore, the '**Liturgy of the Word**', rather than the Eucharist will be the norm.

At Key Stage 1 worship includes:

- short, simple liturgies with ritual and variety
- occasional liturgies reflecting the Introductory rites in the Mass and/or The Liturgy of the Word

At Key Stage 2 worship includes:

- short, simple liturgies with ritual and variety
- occasional liturgies reflecting the Introductory Rites in the mass or The Liturgy of the Word; or the Eucharistic Prayer; and/or the Communion Rite.

To mark assemblies, masses, reconciliation services or celebrations as special gatherings of collective worship the following points should be referred to when planning the event:

- Music – ideally this should be 'live' using the school piano/band. During the planning stage the Headteacher, Music subject leader or staff member who plays piano should be informed so that suitable cover may be found in order to release them for the mass etc. In extreme circumstances, where this is not possible, a CD alternative should be used. This will need to be organised way in advance of the collective worship.
- Hymns or Songs of Praise – during the planning stage, and giving plenty of time, consult with the Music subject leader to choose appropriate hymns or songs. These can be practiced in Hymn practice and during class time.

- Lectern and gold cloth for The Word (Bible) to be placed on.
- Art work or displays – consult with the Art subject leader for ideas appropriate to the theme.
- Drama as a medium for reverently conveying the meaning of the first or second reading
- SMARTNOTES or Powerpoint presentation for children and guests to follow.
- The making of small gifts or mementos by the children to hand out to parents/guests

### **Year Group Masses and Reconciliation Services**

There is one Year group mass each Autumn term. There is one Year group Reconciliation Service in the Spring term in preparation for Easter. In the summer term there is a whole school Mary Mass celebration at the beginning of May, a First Holy Communion Mass for Y3 , joined by Y4 and Y2 as well as a Leavers mass for Y6 and their buddies at the end of the year. Year group masses and reconciliation services are always held in the first morning session of Thursdays in the timetable. The dates and times for these are decided and agreed by the Headteacher, Collective Worship Leader and the three parish priests.

Year groups are organised into the following 'buddy' year groups:

- Reception and Year 6
- Year 1 and Year 5
- Years 2, 3 and 4

Year 5 and 6 children are seen as 'role modelling' the high standard of Christian behaviour the school expects of children in those year groups to younger children in Reception and Year 1. Throughout the year the 'buddy' classes will meet to build friendships. These will be facilitated through activities in which the older children will take lead with the younger ones e.g. play, reading and sharing stories etc. The children will reflect on these experiences in the celebration of masses or during reconciliation services.

Years 2, 3 and 4 are grouped together around the theme of 'Holy Communion'. Year 2 look to Year 3 as those preparing for their First Holy Communion. It enables the Year 3 children to role model preparatory behaviour for this Blessed Sacrament to the Year 2 children. Year 4 children, in turn, role model the behaviours expected of children once they have received their First Holy Communion. Children in each year group have the opportunity to talk to those in the next year group to find out more about preparing for and receiving the Eucharist at mass.

It is the responsibility of year group teachers to plan and organise Year Group Masses or Reconciliation Services. The Collective Worship Leader should act as a point of reference to inform teachers of content or the location of templates or resources. The Collective Worship Leader must make sure the parish priest presiding over the mass or service has the plan in plenty of time to make any necessary liturgical or other appropriate amendments. Teachers must make sure they timetable practices in advance to ensure masses and services have pace and flow naturally and reverently.

Parents and Governors are very much encouraged and invited to attend Year group masses. Year group masses and reconciliation services are placed in published school dates and parent mails are sent to remind all of when they take place.



## **Whole School and Community Assemblies, Masses and Celebrations**

Throughout the Liturgical Year there are a number of whole school and community masses and celebrations. These include:

- New School year Mass
- Harvest Assembly for KS1 and Harvest Mass for KS2
- Christmas Nativity for KS1 and Christmas Carol Concert for KS2
- Ash Wednesday Whole School Service
- Stations of the Cross Reflection through art and music – whole school
- Mary, Patron Saint and May Mass
- First Holy Communion Mass and Breakfast for Y3 with the support of Y2 and Y4
- Year 6 and Reception Leaver's Mass

In addition to these, extra assemblies, masses or celebrations may be added to welcome or say goodbye to governors, staff members, special visitors or mark significant national or community events.

It is the responsibility of the Collective Worship Leader to plan and organise Whole School Masses, Reconciliation Services, Assemblies and Celebrations in collaboration with the Headteacher. The Collective Worship Leader must make sure the parish priest presiding over the mass or service has the plan in plenty of time to make any necessary liturgical or other appropriate amendments. The Collective Worship Leader should delegate parts of the mass or service to the relevant teachers in plenty of time in order for them to practice with their children. Teachers must make sure they timetable practices in advance to ensure masses and services have pace and flow naturally and reverently.

### **Recording**

Collective Worship is recorded:

- on a class liturgy planner (weekly) to keep note of themes, leaders, pupil groupings and resources
- on a whole school assembly and mass termly planner to keep note of themes, leaders, pupil groupings and resources
- through displays, collections of pupils' contributions, prayers, reflections, photographs, videos etc.

## **Prayer Life at Cottesmore St Mary**

### **What is Prayer?**

#### **Prayer is:**

- a) following in the footsteps of Jesus and by saying the Our Father, copying His example of praying
- b) praising and thanking God and asking for his support
- c) a personal relationship with God
- d) the raising up of the mind and heart to God
- e) simply being conscious of the presence of God
- f) being open and attentive to God
- g) about fostering community and a sense of being one with others and God

## Traditional prayers

Children are introduced to a variety of forms and styles of prayer within Collective Worship and RE Lessons:

- **Praying the psalms** 'I thank you for the wonder of my being' (Psalm 139)
- **Traditional prayers** *Glory be to the Father, Our Father, Hail Mary*
- **Repetitive prayer (Mantra)** 'Jesus, I Love you', or similar phrase repeated several times, slowly perhaps with background music. Taize Style
- **Litany / Prayers of the Faithful** - Prayers with repeated response e.g. Pray for us./ Thanks be to God.
- **Meditation Scripture (Lectio Divina)** - reflection with use of imagination and imagery. (ICT opps. for power point displays and background music)
- **Prayer of the heart** - Stillness and silence in a place of calm to listen to God and and mind creation 'Be still and know that I am God.'<sup>5</sup>
- **Contemplation** - Looking at trees, a sunset, large picture on Interactive whiteboard, icon, display of work from topic
- **Songs of Worship**- Traditional and modern hymns in keeping with liturgical cycle Hymn practise takes place weekly and hymns are explained to the children
- **Music**- At Cottesmore St Mary's we have a worship band, who play at important events e.g. the annual May processions, Christmas and Corpus Christi (First Communion procession with exposition of The Blessed Sacrament). Children also accompany the Gospel procession with the 'alleluia' which is usually sung.
- **Rosary in Oct/ May**- Club before school 8.20-8.40 am.
- **Spontaneous Prayer**- This is encouraged during **collective worship**. Children are encouraged to use their own words to express their thoughts and feelings and the session finishes with offering these prayers and thoughts to God.
- **Prayer through gesture or action** -The children are encouraged to make the sign of the cross and sign of peace carefully.

## **Prayer Focuses / Prayer Corners**

### **In the classroom**

- Each class has a prayer focus/ corner which is changed to reflect the present liturgical colour and current **Come and See focus**. Each class has its own class set of resources to create this. The class prayer corner is the focal point for prayers at the beginning, middle (Lunch time) and end of the day and these prayers are displayed in this area.

### **In the assembly hall**

- There is also a prayer table in the hall which is moved into position for assembly and an altar for school Masses. Liturgy helpers help the head teacher to set up the hall for assembly and carry 'The Word' into the hall in procession.

### **In the outdoor prayer garden**

- Classes are encouraged to use the outdoor prayer garden throughout the year.

### **Objects used for prayer focus**

- Staff are encouraged to keep the prayer tables attractive and tidy and emphasis is on quality and appropriateness of the artefacts and pictures. Quality rather than quantity is emphasised as often the simplest picture or artefact can convey a powerful message. Advice and a list of ideas for resources (E.g. Bible, candle, Rosary, Prayer book) can be found in the RE section of the staff handbook. There is also a Prayer file available in the RE Resource cupboard with resources to support prayer.

## **Staff Participation in the Prayer Life of the School**

- All teachers set up a prayer focus in their classroom
- They use the Welcome! Celebrations book to prepare a weekly year group collective worship. (This is linked directly to the weekly Gospel reading).
- Staff attend whole school acts of worship
- Prayer is a key feature of our staff meetings and inset days
- The teachers lead classroom prayer throughout the day
- The staff follow the timetable and programme set for collective worship and school assemblies organised at the beginning of each term
- All children take part in daily collective worship no child is excluded by extra educational support sessions.
- Children learn about different prayer experiences throughout the school including visiting church for prayer (Y3 and Y5 trips to St George's and Sacred Heart).
- Children are involved in acts of collective worship in their classroom and buddy groups.
- The children also express prayer through music and singing and the weekly Songs of Worship practise also reminds them that a hymn is also a prayer and is a special way to praise God.
- Other faiths are celebrated throughout the year. In Autumn the focus is on Judaism and in summer the focus is on Islam.

## **Parents**

- Parents are invited to attend class assemblies and come to school masses.
- Parents also attend the Christmas, Easter and end of year productions.
- Parents are also valued for their willingness and encouragement of children in their developing prayer life. Strong links to the parish churches develops this further.
- Parents are updated with the Come and See overview for the term with specific saints days noted.
- Documents are shared with parents that support the prayer life at home including a Mary Booklet-linked with praying the Rosary or an Advent handout.

## **Resources**

Every class has its own bank of resources, prayer table, books, religious objects and access to music. Resources are stored in cupboards directly in the lobby to the Junior Boys Cloakroom.

Smartnotes and Powerpoints of Assemblies, masses and reconciliation services are stored on the school server in Allstaff – Masses across the year folder.

The number of Hosts for masses needs to be reviewed at each mass and orders made when stocks are low.

## **Monitoring and Evaluation**

At least once a year the school's provision of worship will be evaluated to consider whether it meets the needs of all pupils and whether pupils are making progress in acquiring skills and abilities in organising and leading worship. This evaluation meeting, comprising of the Headteacher (or Deputy Headteacher), Collective Worship leader and Parish Priests, will take place in the second half of the summer term.

## **The Lead for Collective Worship**

Coordination for Collective Worship is a separate role to the RE Subject Leader. The Collective Worship Leader forms and leads each Celebration Group which comes together to plan the major celebrations of the year eg Harvest, Christmas, Easter and May. For year group masses and reconciliation services the Collective Worship lead works collaboratively with class teachers.

## **Policy Monitoring and Review**

This policy is monitored by the Collective Worship lead and is evaluated and reviewed by the whole school staff and governors every two years. The Foundation Governors in particular will play a most important role. Governors should review reports on the prayer life of the school on a termly basis.

**Appendix 1.**  
**The Role of the Co-ordinator for Collective Worship**

- Formulating a written policy for Collective Worship
- Ensuring that there is a development plan for Collective Worship which may at times form part of the school development plan
- Ensuring that Collective Worship is appropriate to the age, aptitudes and family 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

***PLANNING, RECORDING, MONITORING AND EVALUATING.***

- Maintaining and developing effective procedures and documentation
- Observing, on occasions, an Act of Collective Worship
- Informing the headteacher of standards and developments in Collective Worship

**COMMUNICATION**

- Communicating to members of the school community the significance and content of Acts 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 RE Centre

**PROFESSIONAL DEVELOPMENT/ONGOING FORMATION**

- Leading and organising inservice training and ongoing formation for Collective Worship
- Attending appropriate in-service courses and reporting back
- 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

Appendix 2  
**Flow Chart for Planning Collective Worship**

**Locate Date and Time**

A the beginning of the school year and term all to consult the Single Plan and School Diary dates to find out when Year Group and Whole School Masses/Services are taking place. This will ensure appropriate time is dedicated to the planning and practicing of the mass or service.

**Planning**

**Year Group Mass/Service**

- Class teachers to meet and consult with the Collective Worship Leader to find the relevant resources for planning a mass or service. Make up provisional timetable for planning and practice of parts **at least two weeks prior to the event.**
- Class teachers to consult Music subject leader for advice/support with choice of music, appropriate hymns/songs of praise **at least two weeks prior to the event.**
- Class teachers to consult with Headteacher to cover Music subject leader during practice and/or event **at least four weeks prior to the event.**
- Collective Worship leader to work collaboratively with Class teachers **at least two weeks prior to the event.**
- Collective Worship leader to send draft to parish priest presiding over mass/service for approval or liturgical/procedural amendments **at least one week prior to the event.**
- Servers for Masses will usually be Y6 or Y5 children. Please check with teachers at least a day in advance to ensure that children are excused and ready.
- Class teachers to ensure that **a copy of the mass/ service of reconciliation with names added is left on the altar** for the Priest.

**Whole School Mass/Service**

- Collective Worship Leader to meet and consult with the Headteacher to find the relevant resources for planning a mass or service. Make up provisional timetable for planning and practice of parts **at least two weeks prior to the event.**
- Class teachers to consult Music subject leader for advice/support with choice of music, appropriate hymns/songs of praise **at least two weeks prior to the event.**
- Class teachers to consult with Headteacher to cover Music subject leader during practice and/or event **at least two weeks prior to the event.**
- Collective Worship leader to write mass/service and to give draft to Headteacher, and teachers **at least one week prior to the event.**
- Collective Worship leader to send draft to parish priest presiding over mass/service for approval or liturgical/procedural amendments **at least two weeks prior to the event.**
- Class teachers to practice parts of mass/service with children **the week before.**

## Practice

### Year Group Mass/Service

- Class teachers to practice parts of mass/service with children i.e. readings, drama, dance.
- Class teachers to make resources for event i.e. powerpoint presentation, art work, props to be ready.
- Class teacher or TA to practice readings with the children at least the day before.
- **Ensure that the children participating are always sat in the front row and that there is an adult (from any year group) sat with them to ensure that they go up swiftly at the correct time.** The adult needs clear direction in order to know that this is their role.
- Any children participating eg drama, gospel acclamation or offertory need to practice what they are doing with a TA or CT the day before.

### Whole School Mass/Service

- Collective Worship leader to delegate parts of mass/service to teachers to practice with relevant children i.e. readings, drama, dance.
- Collective Worship leader to delegate/make resources for event to class teachers i.e. powerpoint presentation, art work

**Mount the readings on card appropriate to the colour of the prayer table.**

## Event

- Approach the School Business Manager and Caretaker **at least one week in advance** to set up mass/service seating for the day of the event.
- **The Caretaker will not automatically set up the microphones, chairs etc but will do so when asked with at least a days' notice. You will need to help him with chairs and mat layout.**
- Approach **Mrs Fairbanks** and at least one week in advance to set up the mass/service altar/focal point
- Please make sure that a **calm CD is playing or a child on the piano** as parents come into the hall.
- **Please make sure the microphone level is loud enough** for the mass/ service for children to be heard at the back of the hall.
- Ms Gawlinski plays at the Mass or Service but will not be available to help with last minute set up for the event.
- **The hall needs to be prepared and tidied for the event, this includes making sure the stage is clear of all lost property and that PE equipment has been safely stored away out of view.**
- Please re-staple any bits of display if they have fallen down as this can look scruffy.

Special Times of the Year Cottesmore St Mary's Catholic  
Primary School

Appendix 3

|        |  |
|--------|--|
| Term 1 | <p>Welcome to school year- whole school Mass. This welcomes any new children/ staff members/ governors to the school</p> <p><b>October - The Month of the Rosary</b></p>   |
| Term 2 | <p><b>Month of Remembrance</b><br/>Children are invited to write prayers and pray for loved ones who have departed.</p> <p><b>Advent</b><br/>The appropriate purple colour is used and teachers are encouraged to display and Advent Wreath, crib and Advent calendar. Children are encouraged to write Advent promises which are displayed on in Prayer corners. A special display is made in our central prayer area to show the Advent wreath. Different classes take it in turns to light the Advent candle on the display.</p>  |
| Term 3 | <p>Ash Wednesday<br/>Reconciliation Services with YR +Y6, Y1 &amp; 5, Y2,3,4</p>   |
| Term 4 | <p><b>Lent</b><br/>The appropriate purple colour is used. The palm cross is also displayed.<br/>Easter Production Y3/4<br/>There is an opportunity for Y6 children, Staff and parents to take confession. Children in Ks1 hold a special Easter Assembly.<br/>Father Kevin or Father Jerry come to school to discuss, look at and reflect on The Stations Of The Cross with KS2. Y5 children visit Sacred Heart church to participate in the Stations of the Cross with the parish.</p> <p><b>Easter Sunday</b><br/>Colour for Easter Sunday is white.</p> <p><b>Ascension Thursday</b><br/>The prayer focus for this is a Picture Bible opened at the appropriate place, a candle and crucifix. White is used.</p> <p><b>Pentecost</b><br/>Remembering the coming of the Holy Spirit to the apostles, celebrations of the Holy Spirit are marked with a red coloured cloth.</p> |
| Term 5 | <p>Our Lady is our Patron and the children attend Mass on her Feast Days.<br/>During May we hold a May procession which is usually outdoors. There are now two versions of this celebration one adapted for indoor celebration should weather keep us inside. We pray the Rosary whilst processing and place flowers under Mary's statue and crown Our Lady's statue before returning to class. This is a truly family centred mass with a picnic held afterwards. Families are encouraged to bring in flowers to share during the procession.</p>   |
| Term 6 | <p><b>Corpus Christi - The Body of Christ</b><br/>This remembers the gift of Jesus through the Eucharist and how Jesus gives himself to us in the Eucharist. This date moves each year</p>   |



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|  | <p>but is celebrated with the procession and exposition of The Blessed Sacrament.</p> <p>There are several groups of children from our three parishes (St Peters, Sacred Heart and St Georges) who make their First Holy Communion at this time. A special breakfast is held to celebrate this. Leavers Mass at the end of the school year. This is celebrated with their Reception buddies.</p> |
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**Prayers to be taught by year group**

See website for Year group booklet with list of prayers.

W:\Liturgy and Spirituality\Prayer booklets