

Cottesmore St Mary Catholic Primary School

Prayer and Liturgy Policy



Manus nobiscum Domine'
(Abide with us O Lord)

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

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Other policies linked to this policy:
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Our Mission



*As a community of life-long learners,
with Christ at the centre,
we strive to do our best and make a difference to the world.*

*Dare to dream and always have hope,
revealing Jesus to others through the choices we make,
while living life to the full.*

Mane Nobiscum Domine - Stay with us Lord

Luke 24:29

LOVE

BELIEVE

ACHIEVE



1. The context of this 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.)

The Nature of Prayer and Liturgy

We, at Cottesmore St Mary, believe that Christian prayer within 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.

2. 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). 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)).

Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)). 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.

3. Responsibility

(a) 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.

(b) 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.

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

5. Inclusion and Equal Opportunities

Prayer and Liturgy at Cottesmore St. Mary is inclusive to all children, regardless of religion, gender, culture or special educational needs. Children of different faith traditions are supported to pray in fidelity to their own commitments. Children learn about different prayer experiences throughout the school including visiting church for prayer alongside celebrating other faiths. Enabling children to encounter other faiths through RED learning and visits e.g. Y4 trip to the Mosque and Y5 trip to the Synagogue. All pupils, including those with SEND, are supported and encouraged to participate fully in the prayer and liturgical life of the school.

6. The Place of Prayer and Liturgy in the Life of our School

Prayer 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.

7. School and Parish Collaboration

We value and continue to strengthen the close partnership between the school and parish community. To maintain and develop these links, the leadership team, clergy, and Governors meet regularly to discuss and support the Catholic Life of the school.

8. 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 the skills of: Reverence, Contemplation, Reflection, Interpretation, Empathy & Meditation
- To grow in liturgical understanding
- To reinforce prayers which are part of the Catholic tradition
- 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

9. Principles

Prayer and Liturgy are central to the life of our school and are thoughtfully planned, regularly reviewed, and responsive to the needs of our community. We are committed to providing meaningful and age-appropriate liturgical experiences that nurture faith, deepen pupils' understanding of Catholic traditions, and prepare them to participate fully in the liturgical life of the Church. In order to do this, liturgical celebrations will:

- include well-chosen Scripture passages that are informed by the liturgical season
- include symbol, silence, meditation, reflection and liturgical music
- offer participants a wide range of engaging and creative experiences of the breadth and richness of the Catholic tradition
- include a range of experiences offered in a variety of groupings and in a variety of settings

- reflect and draw upon events that are prominent in the news, either at a local, national or international level, when appropriate.

Overview of prayer and liturgy provision

KS1

Type	Frequency	Location	Lead
Whole School Assembly (Catholic Social Teaching, The Rosary, Lectio Divina, Visio Divina, The Inspirational Lives of Saints) Etc.	Every Thursday 8:50 am	Hall	Mrs Breen- Head
Celebration Assembly	Every Friday 8:50 am	Hall	Mrs Breen- Head / SLT Member
Songs of Worship	Every Tuesday 8:50 am	Hall	Music Teacher
Class Gospel Assembly Mark 10 Mission	Every Monday 8:50 am	Classrooms in KS1	Class Teacher
Child Led Worship linked to RED or liturgical year	Every Wednesday 8:50 am	Classrooms in KS1	Class Teacher
Morning Prayer	Daily: 8:50 am	In Class	Class Prayer Leaders
Grace: Before Meals	Daily: 11:45 am	In Class	Class Prayer Leaders
Christian Meditation	Daily 12:43	In Class	Class Teacher
End of the Day Prayer	Daily: 3:05 am	In Class	Class Prayer Leaders
Harvest Liturgy	October	Forest School	Year group leader
Easter Liturgy	Easter	Hall	Year group leader
Whole School Masses- Welcome/ Teaching Mass Whole School Mass honouring Mary	September May	Hall Outdoors	All Fr David
Prayer Buddy Mass	January/ February	Cardinal Newman Chapel	Class Teachers Fr David

KS2

Type	Frequency	Location	Lead
Whole School Assembly (Catholic Social Teaching, The Rosary, Lectio Divina, Visio Divina, The Inspirational Lives of Saints)	Every Wednesday 8:50 am	Hall	Mrs Breen- Head
Celebration Assembly	Every Friday 2:40 am	Hall	Mrs Breen- Head / SLT Member
Songs of Worship	Every Monday 8:50 am	Hall	Music Teacher
Class Gospel Assembly Mark 10 Mission	Every Tuesday 8:50 am	Classrooms in KS1	Class Teacher
Child Led Worship linked to RED or liturgical year	Every Thursday 8:50 am	Classrooms in KS1	Class Teacher
Morning Prayer	Daily: 8:50 am	In Class	Class Prayer Leaders
Grace: Before Meals	Daily: 11:45 am	In Class	Class Prayer Leaders
Christian Meditation	Daily 1:05	In Class	Class Teacher
End of the Day Prayer	Daily: 3:05 am	In Class	Class Prayer Leaders
Harvest Mass	October	Forest School	Colette Fairbanks Fr David
Stations of the Cross	Easter	Hall	Year group leader & Fr David
Rosary	October/ May	Library	Fr David
Whole School Masses- Welcome/ Teaching Mass Whole School Mass honouring Mary	September May	Hall Outdoors	All Fr David
Prayer Buddy Mass	January/ February	Cardinal Newman Chapel	Class Teachers Fr David
Reconciliation	Lent	Head Teacher Office/ Library	Fr David

10. The Planning, Content and Delivery of Prayer and Liturgy

Prayer and Liturgy is planned:

- Following a structure with reference to the Church's seasons, significant dates and the curriculum.
- Scripture will be the focus in most acts of Prayer and Liturgy
- 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
- To develop in pupils' skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.
- Liturgies should follow the following structure: gathering, listening, responding , mission/going forth
- opportunities for children to listen, reflect and be prayerful
- Staff should refer to the RE handbook for support and guidance when planning Prayer opportunities
- In line with 'To love you more dearly' Prayer and Liturgy directory.

11. Mass

Throughout the Liturgical Year there are a number of masses. These include:

- Welcome / New School year Mass
- Harvest Mass for KS2
- Prayer Buddy Masses
- Ash Wednesday Liturgy
- Stations of the Cross Liturgy KS2
- Mary, Patron Saint and May Mass – whole school outdoor
- First Holy Communion Mass and Breakfast for Y3 with the support of Y2 and Y4
- Year 6 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. The Prayer and Worship Leader should act as a point of reference to inform teachers of content or the location of templates or resources. The Prayer and 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. Masses and other liturgical events are published in the school dates and parent pings are sent to remind all of when they take place. In accordance with the Prayer and Liturgy Directory, during Mass all children are warmly invited to participate reverently; baptised Catholic children who have received the Sacrament of First Holy Communion may receive the Eucharist, while other children are welcome to come forward to receive a blessing.

Prayer Buddy Masses

We have prayer buddy masses each Spring term. Year groups are organised into the following 'prayer buddy' year groups:

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

12. Celebration of the Word

Each week the weekly gospel reading is shared and discussed with the children. This follows the churches liturgical year and led by the class teacher using Mark 10 Mission materials as a basis.

Pupil Led Celebration of the Word Sessions are also weekly. Small groups of children plan and are supported to lead this class liturgy. This liturgy is either based upon their learning through the RED- To know You more clearly, Rosary, Visio Divina or Lectio Divina or our termly Catholic Social Teaching theme. Children are given the time and resources and support to plan their liturgies. Planning templates support teachers and children in planning their liturgies.

Prayer and Worship is recorded:

- on a class liturgy planner (weekly) to keep note of themes, leaders, pupil groupings and resources
- on our termly plan of provision (APOP) to keep note of themes, leaders, pupil groupings and resources through Living Word Journals.

13. Prayer and Liturgy Expectations

In the classroom

Each class has a prayer focus/ corner which is changed to reflect the present liturgical colour and current **RED- 'To know You more clearly'** 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. Children should be involved in all aspects of the focal point.

Daily prayers are said at the start of the day, before lunch and at the end of the day.

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 Leads 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/ Psalm garden on the field

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.

Prayer should be explicitly taught following the prayer progression document.

14. Chaplaincy

At St Cottesmore St. Mary Catholic Primary School, our Chaplaincy Team is at the heart of the spiritual life and Catholic identity of our community. The team comprises Head teacher, Liturgical Music Lead, Prayer and Liturgy Lead, RE Governor & our parish priest. Together, they work tirelessly to nurture a faith-filled environment for all members of our school. The Chaplaincy Team plays a

vital role in embedding Catholic teachings into every aspect of school life. From organising meaningful liturgical celebrations to supporting the spiritual development of both pupils and staff, their work ensures that faith remains central to our daily experience. In addition, the Chaplaincy Team provides ongoing support for the induction of new teachers and contributes to staff formation through training delivered as part of regular staff meetings.

15. CPD and Training

Staff CPD is very important so that the best outcomes for all can be attained. 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.

At Cottesmore St. Mary we do this through:

- Staff meetings/inset time (led by a range of professionals including the Parish Priests)
- External courses run by the Diocese
- RE leader attends Deanery and Diocesan meetings
- TEN:TEN

16. 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, chaplaincy provision, 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.

17. Catholic Social Teaching

Catholic Social Teaching (CST), founded on Scripture, provides a framework for living out our faith as followers of Christ within our local, national, and global communities. Guided by the teachings of the Church and the leadership of the Pope, we are encouraged to apply Gospel values to contemporary issues and respond with compassion, justice, and dignity to the challenges of our world. Pope Francis has highlighted these themes in his encyclicals, including *Laudato Si'* (2015) and *Fratelli Tutti* (2020). At Cottesmore St. Mary, the principles of CST are woven throughout the rhythm of the school year and are reflected in Prayer and Liturgy, our Mission Statement, and our Values. These principles also underpin pupil leadership opportunities, encouraging our pupils to become active, responsible, and faith-filled members of society who seek to make a positive difference in the world.

18. Monitoring and evaluation

The Head teacher, RE Lead and Prayer and Liturgy Lead are responsible for the Monitoring of Prayer and Liturgy at Cottesmore St. Mary. 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. Monitoring includes: reviewing prayer spaces,

observing acts of prayer and worship, observing liturgy, conducting staff, parent and pupil interviews.

20. **Review**

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

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

- Formulating a written policy for Collective Worship
- Ensuring that there is a APOP- A Plan of Provision for Prayer and Liturgy which may at times form part of the school development plan (SDP).
- Ensuring that Liturgies are appropriate to the age, aptitudes and family backgrounds of pupils
- Ensuring that Masses and Liturgies take account of the religious and educational needs of all who share in it and is rooted in the principles of the Prayer and Liturgy Directory (PLD).
- Assisting the governors and head teacher to carry out their legal responsibilities with regard to Collective Worship

PLANNING, RECORDING, MONITORING AND EVALUATING.

- Maintaining and developing effective procedures and documentation
- Observing Liturgies
- Informing the head teacher of standards and developments in Prayer and Worship

COMMUNICATION

- Communicating to members of the school community the significance and content of Liturgies and Masses
- Reporting to and consulting with the governors and head teacher 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 local chaplaincy team at Cardinal Newman
- Liaison with the Diocesan RE Centre

PROFESSIONAL DEVELOPMENT/ONGOING FORMATION

- Leading and organising in service training and ongoing formation for Prayer and 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 Prayer and Liturgy including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently

Flow Chart for Planning Collective Worship

Locate Date and Time

At the beginning of the school year and term all to consult the SDP (School Development Plan) and School Diary dates to find out when Buddy and Whole School Masses/Services are taking place. Creation of an Annual Plan of Provision (APOP) This will ensure appropriate time is dedicated to the planning and practicing of the mass or service.

Planning

Whole School Mass/Service/ Event

1. Prayer and Worship Leader to meet and consult with the Head teacher 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 Liturgical Music lead 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 Head teacher to cover Liturgical Music lead during practice and/or event **at least two weeks prior to the event.**
4. Prayer and Worship Leader to write mass/service and to give draft to Head teacher, and teachers **at least one week prior to the event.**
5. Prayer and 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. Approach the School Premises team at least one week in advance to set up mass/ service seating for the day of the event.
7. Class teachers to practice parts of mass/service with children.

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.
- 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

- Prayer and Worship leader to delegate parts of mass/service to teachers to practice with relevant children i.e. readings, drama, dance, 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 the microphone level is loud enough** for the mass/ service for children to be heard at the back of the hall.
- Liturgical Music Lead to play at 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.

Prayers to be taught by year group

Age	Prayers
Foundation Stage	The Sign of the Cross The Lord's Prayer Morning Prayer Grace before meals End of Day Prayer
KS1	In addition to the above: Hail Mary Glory be Grace before meals End of Day Prayer Newman Family of Schools Prayer
KS2- Lower	Specifically: Apostles creed Act of Contrition Angel of God Come Holy Spirit The Prayer of St Richard of Chichester
KS2 - Upper	Specifically: Morning Offering Act of Faith Act of Hope Act of Love The Magnificat The Rosary

See [website](#) for Year group booklet with list of prayers.

W:\Liturgy and Spirituality\Prayer booklets