



St Edward's Catholic Primary and Nursery School
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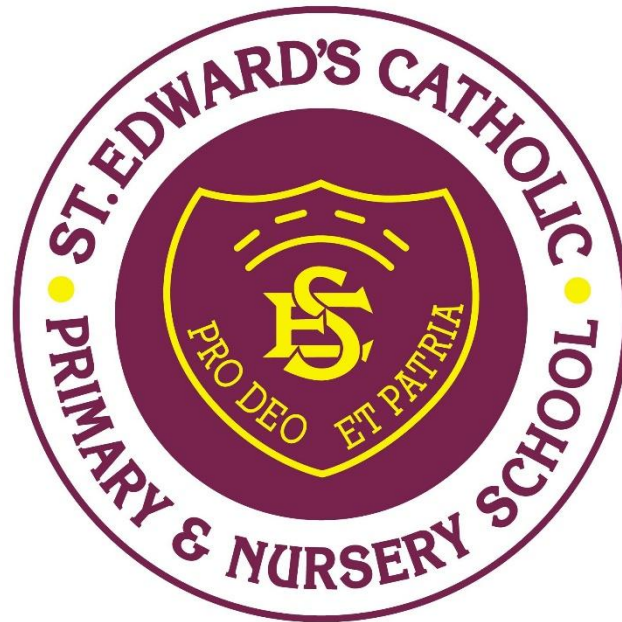
Policy Checklist to be inserted with all current Policies and Key Documents

TO BE COMPLETED BY REVIEWER

| | | |
|---|---------------------------|---|
| TYPE: | Policy | |
| TITLE: | Behaviour | |
| Compiled / reviewed by? | All teaching staff | |
| Does it relate to any change in legislation? | Yes | |
| Which (if any) model has been used as a framework? | None | |
| Have any new recommendations / alterations been incorporated? | Yes | |
| Review Required? If yes, how long | Annually | |
| If significant changes, who needs to be notified? | ✓ as required | |
| | Teachers | ✓ |
| | Pupils | ✓ |
| | Learning Support staff | ✓ |
| | Clerical Staff | |
| | Ancillary Staff | |
| | Governors | ✓ |
| | Parents | ✓ |
| | Other (specify): | |

TO BE COMPLETED AFTER REVIEW FOR ATTACHMENT TO FINAL COPY

| | |
|--|------------------------------|
| When ratified by governors (if required) | Awaiting approval – Summer 1 |
| Next Review (if required) | October 2026 |
| Next Governor approval (if required) | October 2026 |



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

**Prayer and Liturgy Policy –
For St Edward's Catholic Primary and
Nursery School**



At St Edwards we partner with you, our families, and serve as the primary educators of your children, embodying our mission through quality interpersonal relationships and a recognition of a mutuality of gifts to ensure the building of a unique learning and faith community.



Policy for Prayer and Liturgy

(From the draft Prayer and Liturgy Directory, September 2022)

In any school there will be a range of prayer and liturgy: classroom prayer, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacrament of Reconciliation. Each form of prayer and liturgy will have its own character dependent on the circumstances, size and age of the group, the place of celebration and its content.

Definition of Terms

Prayer, Liturgical Prayer, and Liturgy form a continuum with silent meditation at one end and a celebration of Mass on a Solemnity of the Church (e.g., Ascension of the Lord) at the other. Of course, there are areas of overlap between the categories.

Mission Statement

‘We carry the light of Christ as we love, live, learn and look after each other.’

Love God, ourselves and each other.

Live life in response to God’s teachings.

Learn to achieve our best in everything we do in school.

The Nature of Prayer and Liturgy

Prayer and liturgy 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.

‘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.)

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Legal Requirements

We acknowledge the legal requirement that there must be a daily act of worship for all pupils. This can be either a single act of worship for all pupils, or separate acts of worship in school groups.

The place of Prayer and Liturgy in the life of our school

As a Catholic School we base our worship, ethos and curriculum around the teachings of Christ. Our Christian identity is a focal point and it is at the heart of everything that we do. We aim to make the Liturgical life of the school both creative and diverse to ensure that we stimulate and challenge the children in a spiritual way. The policy is to support the Liturgical life of the school by providing guidelines for various acts of worship from the individual, to class prayer times, key stage prayer times, to Masses with the Parish and the wider community.

At St Edward's, prayer and liturgy is integral to developing the children's relationship with Christ. Gospel values are embedded in all that we do with Christ at the centre. Prayer and liturgy is central to our Catholic ethos and we expect all staff to lead and model good practice in prayer. It provides an opportunity for all to reflect on God's word and to celebrate and respond to the beliefs and attitudes which characterise Christian life.

At St Edward's, we strive to provide a rich variety of prayer and liturgy, which will deepen the pupil's sense of belonging to the faith community of our school and our parish The Sacred Heart and St Teresa. Children take an active role in planning, leading and evaluating prayer and liturgy. We believe prayer and liturgy remembers and celebrates God's work in our lives. It celebrates His presence amongst us today and allows children and staff the opportunity to be joined with Him.

We also recognise the rich multicultural society within which we live. We reflect other cultures in our worship and teachings where appropriate. We compare faiths to enable us to deepen our understanding of our own faith. A multi-cultural timetable has been created to enable each year group to learn about different aspects of other religions across the academic year.

A Catholic Life Committee is an integral part of Catholic life and prayer at St. Edward's. A group of pupils from Key Stage 2 will be part of the evaluation of Catholic life around the school. They will also be responsible for helping to lead prayer opportunities and will also commit to outreach work in the local community through 'Mini Vinnies'.

The Aims of Prayer and Liturgy

Prayer and liturgy in St Edward's School aims to provide opportunities for all pupils and staff:

- To contemplate the mystery of God
- To reflect on spiritual and moral issues
- To explore personal beliefs
- To respond to and to celebrate life
- To experience a sense of belonging and to develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience

- To grow in liturgical understanding and development
- To pray using 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 prayer in St Edward's School will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Enable pupils to develop skills so that they can prepare, organise and lead prayer times;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church. Celebrations will be appropriate to the age and groupings of the children.

Children from Foundation can prepare the focus- e.g. selecting the right liturgical colour of cloth, placing a candle and a Bible in the centre, with the adult placing any additional props. Using a piece of material made by the children using a hand print or foot print.

Children in Key Stage 1 can write simple prayers that can be used, they can help to choose the songs sung with guidance so they fit in the theme of the Worship. Children can choose the artefacts needed and the correct liturgical cloths as a teaching point or reinforcement. As they become more confident, children will be expected to plan and lead Prayer and Liturgy for their own class and Key Stage.

Children in Key Stage 2 can plan simple acts of Worship, reflecting on the four aspects Gather, Listen, Respond and Go forth., The children can think about the type of response that would be the most appropriate e.g John the Baptist, using holy water and inviting each child to bless themselves in response to a meditation read. They can lead through playing musical instruments and using recorded music through their worship.

The Planning, Content and Delivery of Prayer and Liturgy:

Prayer and Liturgy is planned:

- following a structure with reference to the Church's seasons and we use the Gather Listen Respond and Go model. This model reflects the four parts of Mass and it is a good basis on which to plan Worship.

Scripture will be the focus in most acts of worship

- with flexibility to respond to changing situations within the school and the wider community
- to develop in skills that enable pupils to prepare, organise and lead worship rather than always participating or contributing in a token way.
 - Working alongside our MAC 'Our Lady and All Saints,' the RE lead will plan and embed 'Catholic Social Teaching' within the school and teachers will become familiar with it, using it to base their Prayer and Liturgy sessions from.

Retreats

Children have the opportunity to access whole school and Sacramental retreats. On a bi-yearly rotation the school will welcome One:Life into school for whole school retreat and then Year 6 Confirmation and Year 3 Holy Communion retreats.

Children at St Edward's will also participate and host in enrichment events across the year alongside our MAC schools, this enables children to visit, work and take part in retreat activities outside of our own school setting.

Recording Prayer and Liturgy:

Prayer and liturgy is recorded interactively. Each class will have their own 'Padlet' that allows photos, descriptions and pupil voice to be evidenced.

Prayer and Liturgy is also recorded through displays, collections of pupils' contributions, prayers, reflections, photographs, videos, our Facebook page and Twitter etc.

Monitoring and Evaluation At least once a year the school's provision of Prayer and Liturgy 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 (see appendix 2).

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 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) Executive Head and Head of School

The Executive Head and Head of School, as the spiritual leaders 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 Lead

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*
- 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 senior leadership team and governing body to support whole school development and the Catholic life of the school
- there is collaboration with local clergy and parishes and liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

Overview of Prayer and Liturgy Provision

Opportunities for acts of Prayer and Liturgy at St Edward's

Dedicated Class Time

- Prayers will be said in class throughout the day (morning, before lunch, after Lunch and end of the Day). This follows the pattern of prayer within the Church. Children may be selected to lead prayers during this time.
- Special intention prayer times will be delivered by class teachers, when appropriate, to respond to the needs of the community or to a key event.
- Teacher Led Prayer and Liturgy sessions take place weekly in order for children to learn the traditional prayers allocated to their year group, see good role models for prayer and to have experiences of praying in different ways.
- Child-Led Prayer and Liturgy sessions take place weekly.

Assemblies

- Monday assembly takes place for the whole school each week and is known as 'Gospel Assemblies'. This assembly provides the children with an opportunity to reflect upon the meaning of the Gospel from the previous Sunday. Mission Assembly is led by the Executive Head, Head of School or RE Lead.
- Occasionally, guest speakers will be invited to lead assemblies from local organisations such as Father Hudson's/ Caritas.
- Celebration assemblies take place every other week. This assembly focuses on celebrating the gifts and talents of children and how we can use these for the good of others.

Mass

- Throughout the year there will be opportunities for the school and parish community to come together in worship and participate in the Mass, this can be within the school hall or whole school opportunities to attend Sacred Heart and St Teresa Parish Church.
- Children will be given every opportunity to participate in the preparation and leading of Mass.
- Each Class is allocated Masses throughout the year to prepare and lead.
- Whole School Mass is celebrated at the every 2-3 weeks and on Holy Days of Obligation.

Staff Prayer

- Prayer and reflection also forms part of the weekly staff meeting.
- Extended prayer or the celebration of Mass is planned into some INSET days.
- Staff are part of retreat days, allowing for their own development of prayer.

Raising Awareness of Prayer and Liturgy

- As a Catholic School we recognise the importance of positive role models and examples in the school community. As such it is important to promote, inform and report to stakeholders about Prayer and Liturgy.
- The Executive Head and Head of School report to governors at termly Catholic Education Committee meetings.
- Staff use social media and 'Padlet' to celebrate the opportunities of Prayer and Liturgy presented to children.
- The fortnightly newsletter also highlights the importance of Prayer and Liturgy within our School Community and examples of this is celebrated within school.

Planning Prayer and Liturgy

When planning any services, we use the Gather, Listen, Respond and Go Forth model. This model reflects the four parts of Mass and it is a good basis on which to plan prayer and liturgy. When planning prayer and liturgy, it reflects the theme, or liturgical season of the church where appropriate. (For example: not singing Alleluia during a Lent worship, or have a lively upbeat service for a Reconciliation service that has a reflective undertone.) Staff allow the children to feel differences in the mood of the Liturgical calendar and to experience a variety of prayer and liturgical opportunities in order to further their spiritual self.

Child-Led Prayer and Liturgy

As the children grow in age and confidence, they can take a more active part in the planning and delivery of prayer. Children will learn how to choose a theme and lead a Gather, Listen, Respond and Go Forth format, however, creativity with their approach is encouraged, with the ultimate ambition that children are all given the opportunity to develop their relationship with God. Expectations are progressive: each year group will build upon the knowledge that has gone before until children are confident to fully lead

prayer and liturgy for their peers. Children can use a Child-Led Liturgy Support Guide to help them with planning.

Displays for assemblies and prayer areas follow the colours of the liturgical seasons:

Green – Ordinary Time

Purple – for Lent (sign of sorrow and kingship)

Purple – for Advent

White - Christmas

White and Gold – Eastertide

Pentecost - Red

In addition key symbols, icons or visual aids could be used in the display e.g. bowl of water, pictures of the disciples, fishing net, fish to reflect on the Calling of the disciples. Lectern banners also depict the liturgical seasons.

Common Prayers

Children learn common prayers 'by heart'. Prayers are introduced gradually according to each key stage, with sensitivity to the age, personal development, and capacity of the pupils in the school.

Prayer Spaces

All classrooms have attractive prayer areas that include liturgical images, artefacts, school, and class prayers. These are updated in accordance with the Liturgical Year and children are encouraged to have an input in each display. Our prayer garden provides a wonderful outdoor environment for prayer and reflection.

We also have spaces around school, in corridors, prayer garden and in the hall.

Faith Friends

All children in school are allocated a Faith Friend during their time at St Edward's. They attend whole school Masses together and join for other prayer sessions during different liturgical times of the year.

Resources Central resources for use by staff are stored in the central resource area of the school. These include books, posters, artefacts etc.

Websites are used such as: Ten:Ten, Mark 10 Mission and CAFOD.

Policy Monitoring and Review

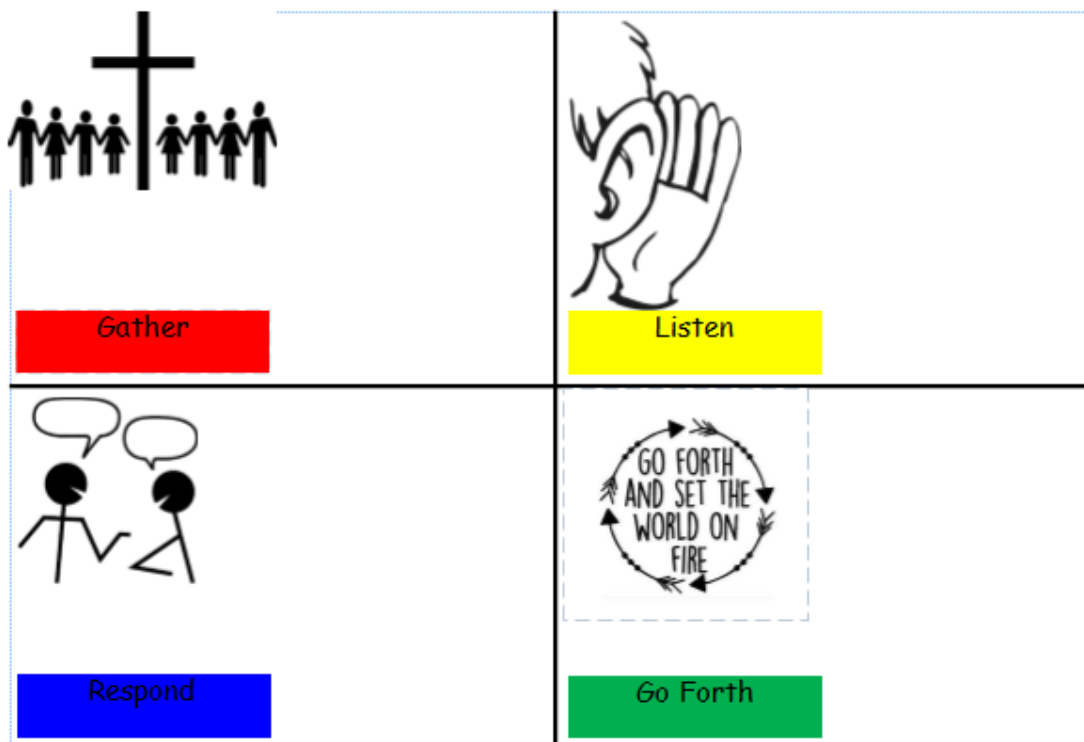
This policy is monitored by the RE Co-ordinator and is evaluated and reviewed by the whole school staff and governors every two years. The Foundation Governors in particular will play a most important role.

Agreed and reviewed by: -----

Date agreed:-----

Date for next review: October 2026

Appendix 1



Appendix 2

Diocesan Education Service
Observing Acts of Collective Worship

| | | | | |
|------------------|---|---------------------|--------------------|---------------|
| Date: | Start Time: Finish Time: | Observer: | Theme: | |
| Location: | Class | Phase | Prepared by | Led by |
| | Key Stage | Whole School | | |

Preparation

There is recorded evidence of planning? Yes/No

There is evidence of children's involvement in elements of the planning? Yes/No

There is a prominent focal point for prayer? Yes/No

The focal point relates to the Liturgical Season and/or theme? Yes/No

The environment creates a space which is conducive to prayer? Yes/No

GATHER

The children enter in a reverent manner? Yes/No

The Act of Collective Worship starts on time? Yes/No

Appropriate words, rituals and gestures are used to welcome and start? Yes/No

LISTEN & RESPOND

Prominence is given to the Word? Yes/No

The resources are age appropriate? Yes/No

The delivery has variety and engages and sustains the children throughout? Yes/No

Media, props and artefacts are used appropriately and effectively? Yes/No

The children were able to respond in a variety of ways? Yes/No

There were opportunities for SMVSC development? Yes/No

Worship is the main focus? Yes/No

The children were able to practise, develop, and/or learn new forms of prayer? Yes/No

Staff are engaged and act as role models? Yes/No

Children were involved in leading elements? Yes/No

GO FORTH

The children knew and understood the message? Yes/No

The children leave in an appropriate manner? Yes/No

WWW

EBI