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Policy Checklist to be inserted with all current Policies and Key Documents

TO BE COMPLETED BY REVIEWER

TYPE:	Policy																	
TITLE:	Prayer and Liturgy Policy																	
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 <table border="1" style="width: 100%;"> <tr> <td>Teachers</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Pupils</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Learning Support staff</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Clerical Staff</td> <td></td> </tr> <tr> <td>Ancillary Staff</td> <td></td> </tr> <tr> <td>Governors</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Parents</td> <td style="text-align: center;">✓</td> </tr> <tr> <td colspan="2">Other (specify):</td> </tr> </table>		Teachers	✓	Pupils	✓	Learning Support staff	✓	Clerical Staff		Ancillary Staff		Governors	✓	Parents	✓	Other (specify):	
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Parents	✓																	
Other (specify):																		

TO BE COMPLETED AFTER REVIEW FOR ATTACHMENT TO FINAL COPY

When ratified by governors (if required)	
Next Review (if required)	September 2027
Next Governor approval (if required)	



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.



OUR MISSION
STRONG IN
FAITH



Policy for Prayer and Liturgy

Taken from Prayer and Liturgy Directory: To love You more dearly

Every school should have a prayer and liturgy policy. This statement of the governors, required by the Bishops' Conference of England and Wales, applies Church teaching and liturgical law as found in this Directory to the particular school context, and provides a clear statement of what they expect from the prayer and liturgical life of the school.

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.

Purpose of Prayer and Liturgy

To nurture a vibrant spiritual life within our school community through meaningful prayer, liturgy, and Celebration of the Word, in accordance with the Bishops' Conference of England and Wales' *Prayer and Liturgy Directory*.

We commit to forming a school culture where prayer and liturgy are central to daily life, helping pupils and staff encounter Christ, deepen their faith, and live out Gospel values.

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. 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' and 'Chaplaincy Team'.

The Aims of Prayer and Liturgy (Celebration of the Word)

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:

- Prayer and liturgy are integral to the Catholic life of the school, not add-ons.
- All prayer and liturgical experiences must be inclusive, age-appropriate, and rooted in scripture.
- Pupils are invited to actively participate and lead, fostering ownership and spiritual growth.
- The Celebration of the Word is recognised as a distinct and vital form of communal prayer.

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.

Types of Prayer and Liturgy

- **Daily classroom prayer:** Morning, lunchtime, and end-of-day prayers led by pupils and staff.
- **Celebration of the Word:** Weekly or seasonal gatherings focused on scripture, reflection, and response. Weekly Pupil-Led Prayer that is planned by pupils or supported by staff in school.
- **Liturgical celebrations:** Masses, feast days, and sacramental preparation aligned with the liturgical calendar.
- **Staff prayer:** Opportunities for staff to gather in prayer, especially at meetings and INSET days.
- **Whole-school worship:** Gospel Celebration of the Word and liturgies that unite the school community in shared prayer.

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 Celebration of the Word sessions from.

Celebration of the Word

- Recognised as a **distinct and rich form of communal prayer**, especially where Mass is not possible.
- Includes scripture proclamation, silence, reflection, music, and symbolic action.
- Planned with reverence and creativity, often led by pupils and linked to the liturgical season (see appendix 4).

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 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

Termly, the school's provision of Prayer and Liturgy (APOP) 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).

- Prayer and liturgy are reviewed termly through **book looks and 'Padlet' looks, pupil voice and staff feedback**.
- Evaluations focus on **spiritual impact, inclusivity, and alignment with the Directory**.
- Governors receive updates on the spiritual life of the school and policy implementation.

Roles and Responsibilities

- **Headteacher:** Ensures prayer and liturgy are embedded in school life and policy.
- **RE Lead / Prayer & Liturgy Coordinator:** Oversees planning, pupil involvement, and staff support.
- **Class Teachers/Support staff:** Facilitate daily prayer and support pupil-led worship.
- **Pupils:** Encouraged to plan, lead, and reflect on prayer experiences (see Appendix 2 and 3)

Formation and Support

- Staff receive regular **CPD on prayer and liturgy**, including theological understanding and practical delivery.
- Pupils are trained to lead prayer and Celebration of the Word confidently and reverently (Appendix 2)
- Resources and planning tools are provided to ensure consistency and creativity.

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

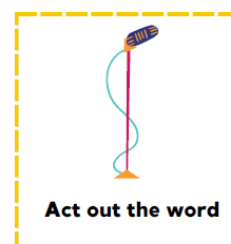
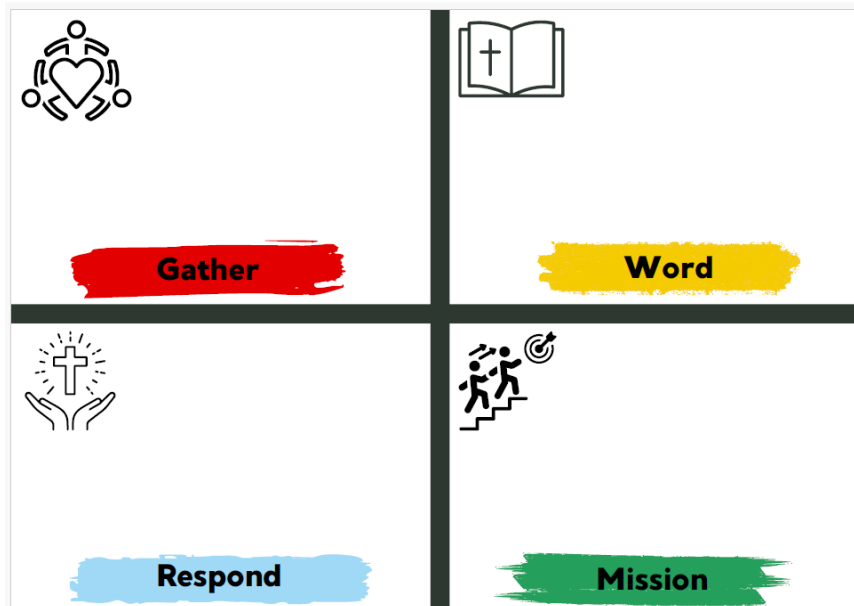
This policy is monitored by the RE Co-ordinator and is evaluated and reviewed by the whole school staff and governors every two years. The Foundation Governors in particular will play a most important role.

Agreed and reviewed by: -----

Date agreed:-----

Date for next review: October 2027

Appendix 1



Appendix 2



Celebration of the Word Planner

Date & Time	[Enter here]
Liturgical Season / Feast	[e.g. Ordinary Time / Trinity Sunday]
Group	[e.g. EYFS, Y8, Staff who will be present etc.]
Location	[e.g. Hall / Chapel etc.]

Preparation & Organisation

Gather <i>Transforming the space for prayer</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>
Word <i>What is being proclaimed? Who is proclaiming it? How will be it proclaimed?</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>
Respond <i>How will participants respond? What prayer will be used? Will any other actions or hymns/songs be used?</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>
Mission <i>How will participants think and live differently because of what they have encountered in this prayer?</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>

Appendix 3

Celebration of the Word: Pupil Evaluation

Celebration of the Word phase	Evaluation tip
Gather • What went well? • What would we change or do differently next time?	How did the objects on the prayer focus help you to pray? How did the Gather phase help us to come together in prayer?
Word • What went well? • What would we change or do differently next time?	Think about the impact the Word made and how you chose to share it with others.
Respond • What went well? • What would we change or do differently next time?	Think about how you helped pupils to reflect and engage.
Mission • What went well? • What would we change or do differently next time?	Think about the mission task you set. How does it help to share God's love with the world?
Any other comments?	

Appendix 4 Pupil-led Celebration of the Word

Every week, a group of children in each class will lead an age-appropriate aspect of prayer and liturgy for their class with every child given the opportunity to lead (as part of a group) Celebration of the Word.

Children will learn how to choose a theme and lead a **Gather, Word, Response** and **Mission** 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.

These 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.

EYFS	Children will help choose items for the prayer focus and help to reverently set up a prayer space, they use the celebration of the word option cards to complete Gather, Word, Response and Mission.
Year 1	Children will choose a prayer to say during Celebration of the Word.
Year 2	When given a theme , children will choose a scripture reading or other relevant reading/source as part of the Word section of Celebration of the Word (with adult support if required).
Year 3	Under the teacher's guidance, will consider how to response to chosen scripture.
Year 4	Children will consider the liturgical year, current learning, holy days of obligation, feast days, saints' days, current news and values and virtues when selecting their theme ; will also consider how to response to chosen scripture (with adult support if required).
Year 5	Under the teacher's guidance and theme and working to become more independent, children plan all four aspects, with support on how to think of the Mission element.
Year 6	Children will be given themes and then independently plan and lead all four aspects of prayer and liturgy within Celebration of the Word.