


	Aspect Policy No.  CW	Version: 3  Pages: 5	Last Version: September 23 prev Collective worship policy
	Staff consulted.  Authorised: Full Governing Body	Date: Feb 11 <sup>th</sup> 2025	Review due: Dec 26  Reviewed:



**St Mary's Catholic Primary**

**Prayer and Liturgy Policy**

WE GROW WITH JESUS TO BE THE BEST WE CAN BE

## **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.)

## **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; 70 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 Model prayer and liturgy policy 71 9.4
- 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 Advisory Service and others is maintained to ensure they keep updated with best practice.

#### 4. Overview of prayer and liturgy provision

Prayer is central to St Mary’s and takes place all through the day. The school has a school prayer:

**Our School Prayer**  
 Dear Heavenly Father,  
 Friend of all children  
 Bless our school here at St Mary’s  
 Bless the pupils and the adults  
 Who work in it.  
 Help us all to do your best.  
 Help us to be kind  
 To one another  
 And be cheerful  
 Throughout this day.  
 Amen

Pupils say a lunch time and end of day prayer daily and will often start the day with a morning prayer.

Example of weekly prayer and celebration of the Word at St Mary’s

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Whole School</b>	9a.m: Whole school celebration of the word- led by Headteacher/ Children/ Chaplaincy theme		Whole School hymn practise led by HT and children	Whole school Celebration of the word – led by a year group	Achievement assembly- recap of mission/ theme and prayer at the beginning
<b>Class/ Year group</b>		Class Liturgies led by a group of children in the class or Christian meditation		Year group plans a celebration of the word- leads to the whole school	
<b>Small groups</b>	Lunch time prayer- chaplaincy area	Lunch time prayer- chaplaincy area	Lunch time prayer- chaplaincy area	Lunch time prayer- chaplaincy area	Lunch time prayer- chaplaincy area
<b>Individuals</b>	Chaplaincy area/ outside prayer area- available each day- playtimes/ lunchtimes.	Chaplaincy area/ outside prayer area- available each day- playtimes/ lunchtimes.	Chaplaincy area/ outside prayer area- available each day- playtimes/ lunchtimes.	Chaplaincy area/ outside prayer area- available each day- playtimes/ lunchtimes.	Chaplaincy area/ outside prayer area- available each day- playtimes/ lunchtimes.
<b>Staff</b>	Staff meeting- begins with a prayer/ reflection	Prayer in classrooms	a.m: Whole staff briefing begins with prayers/ reflections	Prayer in whole school Cel of the word	Join in with prayer Assembly
<b>Parents/ Parish Community</b>	Parents/ parish invited to Mon celebration of the word & community reps			All invited to celebration of the word	All invited to Achievement assemblies

Celebration of the word, Mass and Liturgy across the year.

August	September	October	November	December Advent
Beginning of Year celebration of the word	Beginning of year mass	Rosary C of the w Rosary said in class each week and opportunity at lunchtimes Cafod family fast day c of the w/ Harvest C of the w Eyfs prayer partner c of the w	All Saint's mass with the Parish All Souls Liturgy Anti-bullying c of the w	Advent Wreath c of the w. Solemnity of the Immaculate Conception mass with the Parish Advent reconciliation Carol service c of the w
January Christmastide	February	March Lent	April Lent	
Mass / Co of the word for Epiphany	Mass C of the w presentation of the Lord. CMAT Feast day celebrations St Thomas Aquinas-mass	Lent C of the W Ash Wed mass Stations of the cross prayers at lunchtimes Annunciation of the Lord mass: school and parish feast day	Lent C of the w Lent reconciliations Holy week c of w each day led by a class.	
May	June Pentecost/ ordinary time	July		
Rosary month and crowning of our Lady c of the w C of the w/mass for Ascension	Pentecost c of W in school- cultural diversity day celebrated Divine mercy chaplet said in class and in classes. Corpus Christi- First Holy communion masses. Sacred Heart of Jesus mass Mass or c of the w for St Peter and Paul	End of year mass with the parish and for all Y6 leavers.		

## 5. 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.

## **6. Training and formation**

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There 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.

## **7. Monitoring and evaluation**

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

## **8. Review**

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

## **Appendix A : PRAYER PROGRESSION**

### **St Thomas Aquinas Prayer Progression document**

#### **EYFS**

Sign of the Cross

Grace before meals

Start of day and end of day prayers

Our Father

#### **Y1**

*As above, plus...*

Hail Mary

School prayer

Grace after meals

**Y2**

*As above, plus...*

Glory Be

Saint .... pray for us

**Y3**

*As above, plus...*

Act of Contrition

**Y4**

*As above, plus...*

Hail Holy Queen

Students own thank you, sorry and asking prayers

Open/Spontaneous prayer

**Y5**

*As above, plus...*

Guardian Angel prayer

Students own grace before and after meals

**Y6**

*As above, plus...*

Prayer to the Holy Spirit

Students own morning and evening prayer

**Appendix B: MASS PROGRESSION St Thomas Aquinas**

Celebrating Mass with young people progression document

Information for all year groups	For a more in depth guide to what can and should be included when planning for and celebrating Mass with young people, please see the ‘Planning and Celebrating the Mass with Young People’ guide or the Nottingham Diocesan response to the PLD.
Which Eucharistic prayer to use?	For Mass with mostly children up to Year 5: Use the children’s Eucharistic prayers 1-3: <a href="http://catholic-resources.org">Eucharistic Prayers for Children I-III, 1975 edition (catholic-resources.org)</a>  For Mass with children from Year 6 and above: Use the usual forms of Eucharistic prayers, which can be found here: <a href="http://catholic-resources.org">Eucharistic Prayers I-IV (catholic-resources.org)</a>
<b>EYFS</b>	<i>Target: Young people to learn about what Mass is and to have simple elements of leadership within Mass.</i>

	<p>Preparation: Time spent with young people prior to celebrating Mass to look at what happens, and why it is important.</p> <p>Mass to be kept fairly simplistic and short. Consider using the Children’s Lectionary for readings and speak to your celebrant if you feel you might need to shorten or adapt the readings of the day.</p> <p>Commentary: At this stage needs to be simplistic and informative. This can be used to teach the children what is happening and why.</p> <p>Student leadership:</p> <ul style="list-style-type: none"> <li>• Offertory</li> <li>• Simple intro to Mass, with adult support</li> </ul>
<b><u>Year 1</u></b>	<p><i>Target: Young people to continue to learn about what Mass is and to have simple elements of leadership within Mass.</i></p> <p>Preparation: Time spent with young people prior to celebrating Mass to look at what happens, and why it is important. Time spent looking at the scripture, with the planning group, to see how the children want to interpret it for the rest of the congregation.</p> <p>Mass to be kept fairly simplistic and short. Consider using the Children’s Lectionary for readings and speak to your celebrant if you feel you might need to shorten or adapt the readings of the day.</p> <p>Commentary: At this stage needs to be simplistic and informative. This can be used to teach the children what is happening and why.</p> <p>Student leadership:</p> <ul style="list-style-type: none"> <li>• Offertory</li> <li>• Simple intro to Mass, with adult support</li> <li>• Scripture interpretation with adult support (See ‘Planning and Celebrating the Mass with Young People)</li> </ul>
<b><u>Year 2</u></b>	<p><i>Target: Young people continue to learn about what happens in Mass and increase their level of leadership.</i></p> <p>Preparation: Time spent prior to celebrating Mass talking to the children about what will happen in Mass and asking them why they think elements of it are important.</p> <p>Prep time to think about and plan the scripture interpretation and the bidding prayers.</p> <p>Mass to be kept fairly simplistic and short. Consider using the Children’s Lectionary for readings and speak to your celebrant if you feel you might need to shorten or adapt the readings of the day.</p> <p>Commentary: At this stage needs to be simplistic and informative. This can be used to teach the children what is happening and why.</p>

	<p>Student leadership</p> <p><i>As in Year 1, plus:</i></p> <p>Writing and reading appropriate Bidding prayers</p>
<b><u>Year 3</u></b>	<p><i>Target: Young people begin to have a better understanding of what happens in Mass and how it should influence how we live our lives.</i></p> <p>Preparation: Students spend time getting their leadership elements ready for Mass, including spending some time looking at the scripture that will be used in Mass and thinking about what it means. Perhaps this could be done through Lectio Divina or Visio Divina.</p> <p>Consider using the Children’s Lectionary for readings and speak to your celebrant if you feel you might need to shorten or adapt the readings of the day.</p> <p>Commentary: At this stage should still explain what is happening, but can start to focus on the reasons behind it and the wider importance of this part of the worship.</p> <p>Student leadership:</p> <p><i>As in Year 2 plus:</i></p> <ul style="list-style-type: none"> <li>• Scripture interpretation, with adult facilitation rather than support.</li> <li>• Gospel Acclamation procession</li> <li>• Plan a mission based on the theme of the Mass. Perhaps prepare and give out mission cards on exit from Mass. Consider having a timeframe to complete the mission and a follow-up to it.</li> </ul>
<b><u>Year 4</u></b>	
<b><u>Year 5</u></b>	Year 5, 6 and Chaplaincy teams
<b><u>Year 6</u></b>	<p><i>Target: For young people to take up a larger leadership responsibility in the celebration of Mass and have a greater understanding of its importance.</i></p> <p><i>The ideal situation here would be for young people to plan their Mass in dialogue/conversation with their priest.</i></p> <p>Preparation: As with Y3/4</p> <p>Use the adult Lectionary for readings for this age group. Still talk with your celebrant if you feel that you need to adapt or shorten the readings of the day.</p> <p>Commentary: Continue commentary at this stage, in the same way as with Y3 and 4. However, perhaps at this stage it could be planned with and led by the young people, in accordance with the guidance in ‘Planning and Celebrating the Mass with young people’.</p> <p>Student leadership:</p> <p><i>As with Y3/4 plus:</i></p>

	<ul style="list-style-type: none"><li>• Scripture interpretation, with little adult involvement than with Y3/4</li><li>• Student alter servers</li><li>• Students reading scripture</li></ul> <p>Writing own penitential act (see 'Planning and Celebrating the Mass with Young People')</p>
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**Appendix C:** The CMAT has developed a Collective Worship Progression Document- found on the St Mary's One Drive [CMAT Collective Worship Progression Document 2024.docx](#)