



Prayer & Liturgy Policy

Date:	June 2024
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Adopted:	June 2024

**With Christ at our side to guide us,
we shine in all that we do.**

Policy for Collective Worship in St Bede’s Catholic Primary School

St Bede’s Catholic Primary School Mission Statement

Our school is Christ-centred: God’s love permeates all aspects of school life through constant reference to Gospel values.

As a Catholic school we believe in the dignity, worth and uniqueness of the individual, providing a safe, happy and stable environment for all.

We are an inclusive community and foster relationships based on mutual respect and tolerance, supporting young people in their lives as Christians now and in the future.

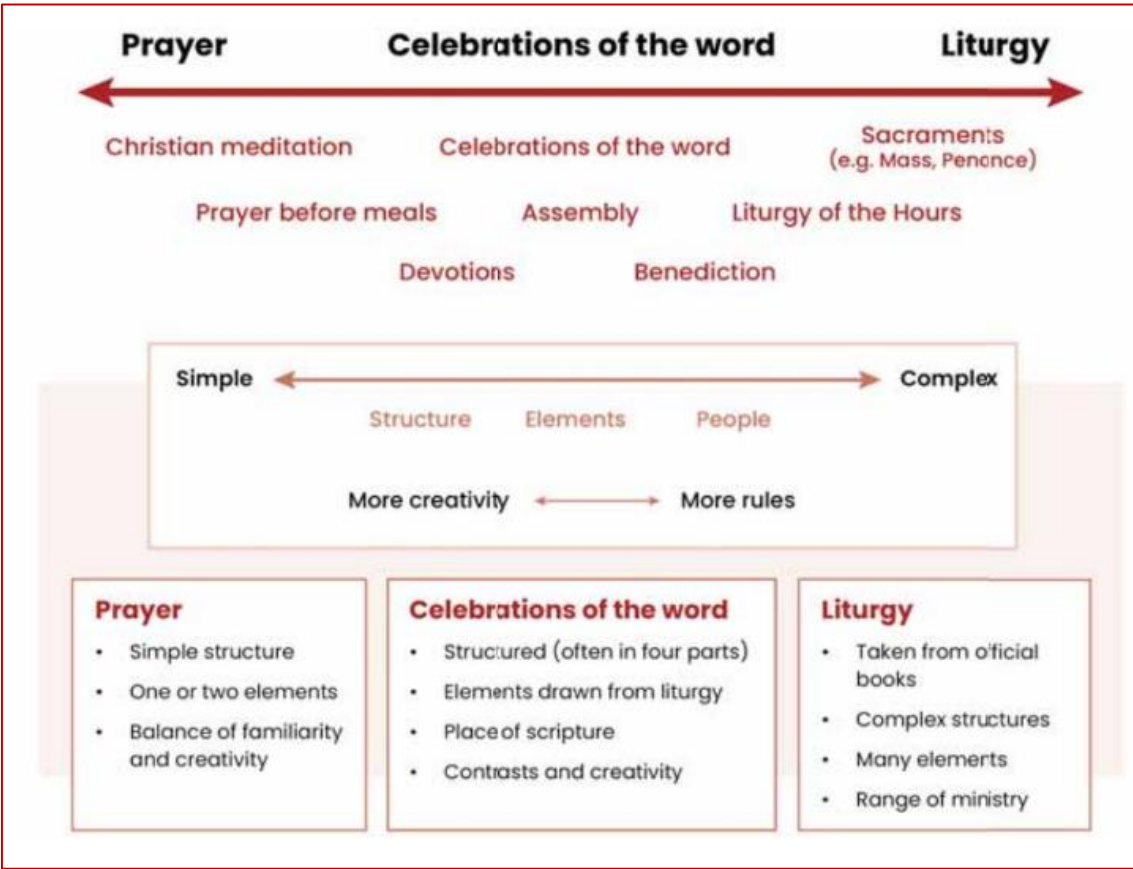
We have high expectations of ourselves and each other and strive for excellence in all we do.

The Nature of Prayer and Liturgy

Prayer and liturgy in St Bede’s Catholic Primary School celebrate 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 a 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.’¹

The key terms ‘prayer’, celebrations of the word’ and ‘liturgy’ are shown in the table below (as defined in the Prayer & Liturgy Directory ‘To love you more dearly’:



¹ Christ at the Centre Rev Marcus Stock, 2005

Legal Requirements

It is a legal requirement that there is a daily act of worship offered for all pupils. 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. Holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. Prayer, liturgical prayer, 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. Responsibility for arranging Collective Worship lies with the Governing Body after consultation with the headteacher.

Parents have a right to withdraw their child from 'Collective Worship'. However, given the importance of prayer and liturgy in a Catholic school, parents and prospective parents will 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, within the Come and See RE curriculum.

The Place of Prayer and Liturgy in the Life of St Bede's Catholic Primary School

Prayer and liturgy are an integral part of school life and central to the Catholic tradition.

Prayer and liturgy 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.

The Aims of Prayer and Liturgy

Prayer and liturgy in St Bede's Catholic Primary 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 Bede's Catholic Primary 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.² Celebrations will be appropriate to the age and groupings of the children:
 - Kept small wherever possible or appropriate to help to personalise the experience;
 - 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 minutes for Key Stage 1 and 7-10 minutes for Key Stage 2);
 - Simple, including a range of experiences offered in a variety of groupings and in a variety of settings.

Prayer and liturgy in our school will be:

- Properly planned
- Adequately resourced
- Recorded
- Monitored
- Evaluated

Planning, content and celebration

Prayer and liturgy is planned following a structure with reference to the Church's seasons, Come and See, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

A variety of prayer styles will be used appropriate to the age of the children and the occasion. As a staff, we pray together on a weekly basis during staff meetings and other significant times throughout the year.

The timetable of Prayer and Liturgy is detailed below:

Short daily prayer and liturgy is held in class, using the Ten:Ten Prayer & Liturgy resources. Weekly Celebrations of the Word (COTW) are also held in class. Class COTW is pupil led and planned in House groups (groups of 4 – 6 children). The duration of the pupil led COTW are in line with chronological age.

Each class has the Let Us Pray 2gether resource, liturgy planners and collective worship resources to help the children prepare, organise and lead worship. Children plan COTW based around the Church's seasons, Come and See themes, Feast Days and significant dates/events.

COTW will be planned on a Liturgy Planner or using the Let Us Pray 2gether board (in which case a photograph will be taken). Examples of children's planning will be evidenced in the class's RE Floor Book.

² Directory for Masses with Children, paragraph 9.

Prayer & Celebration of the Word Schedule		
Prayer & Celebration of the Word	Frequency	Leader
Whole School Celebration of the Word (COTW) - in line with the Liturgical Calendar	Weekly	Mrs Devine / SLT
Pupil Led Celebration of the Word	Weekly	Pupils, supported by class teacher
Daily Prayer & Liturgy	Daily	Class teacher & Prayer Leader
Class Celebration of the Word with parents/carers	Annually	Pupils, supported by class teacher

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and Celebration of the Word. In the absence of the Headteacher, the Deputy Headteacher (in the first instance) or a member of the senior leadership team will lead prayer times. The class teacher will lead class prayer and liturgy. Children are taught to plan and lead prayer times according to their age.

Recording

Celebration of the Word (COTW) is recorded on a Liturgy Planner / Let Us Pray 2gether board. Each year group is to record details of COTW and provide evidence in the Class RE Floor Book to show pupil participation and progression.

Monitoring and Evaluation

Prayer and Liturgy is monitored through collection of evidence from each year group on a termly basis and through observations. Prayer and Liturgy is monitored using the Prayer and Liturgy monitoring form, (Appendix 1).

Following monitoring, training needs will be identified, and outcomes used to inform CSED (Catholic Schools Evaluation Document).

Resources

Each class have their own COTW resources which are housed within or near the RE focal point within each classroom (see appendix 2). Resources include a variety of artefacts and materials. Children have access to these during the planning of their COTW. The resources are managed by the RE Co-ordinator. Other shared resources are located in units in the school hall and in the Curriculum room.

The learning environment

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment'³

Focal points in each classroom and throughout the school will reflect the liturgical season and will reference Come and See topics. In this way they will be an outward sign of the school's ethos.

³ Christ at the Centre Rev Marcus Stock, 2005

Voluntary Worship and Retreats

An area for quiet prayer and reflection is set up at various points in the year and is used voluntarily by the children. Opportunities to pray the Stations of the Cross are presented during Lent. Children in Year 4 who are preparing to make their First Holy Communion are given the opportunity to attend a class retreat at the Emmaus Youth Village; children in Years 5 and 6 are encouraged to attend the SVP Vinnie Summer Camp at Holy Island.

Other opportunities

Regular school and parish masses are scheduled throughout the year with parents/carers being invited to attend.

Eucharist

Eucharistic celebrations in will highlight a special occasion and will involve children from Reception through to Year 6. The same general principles will apply to planning a Eucharistic celebration as other acts of prayer and liturgy, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to the 'Directory for Masses with Children' as a basis for our practice. In conjunction with Fr Bill, the RE Coordinator will prepare the mass booklets and hymn sheets.

The Co-ordinator for Prayer and Liturgy

The Co-ordinator for Prayer and Liturgy is Caroline Kennedy who liaises closely with the Headteacher and the RE Planning Group. (A model job description is included in Appendix 3.)

Policy Monitoring and Review

This policy is monitored by the Prayer and Liturgy Coordinator 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.

Appendix 1
Prayer and Liturgy Monitoring Form

St Bede's Catholic Primary School: Prayer & Liturgy Monitoring Form		
Year:	Date:	Duration:
Structure	Prompts	Evidence
Planning:	<ul style="list-style-type: none"> • Participation of pupils in planning and leading P & L • Adherence to format of gather, Word, respond and mission • Standard of preparation and organisation 	
Gathering	<ul style="list-style-type: none"> • Prayerful and respectful atmosphere created • Use (and appropriateness) of music • Use of special objects to enhance prayer and liturgy • Inclusivity of all pupils 	
Word	<ul style="list-style-type: none"> • Clarity/appropriateness of theme to liturgical season • Prominence given to Scripture • Opportunities for pupils to actively participate in P & L 	
Responding	<ul style="list-style-type: none"> • Silence used effectively with opportunity given for quiet reflection • Opportunity for individual and communal prayer in a variety of forms: traditional, spontaneous, litany, intercession, meditation etc • Opportunity to use liturgical responses and actions • Opportunity to respond to the Word: creative expression of own thoughts through prayer, art, gesture, song, dance and drama 	
Going Forth (Mission)	<ul style="list-style-type: none"> • Opportunity to put beliefs/faith into action 	
Outcomes	<ul style="list-style-type: none"> • Pupil engagement, interest & concentration • Pupil respect, reverence and behaviour • Pupil participation in prayer 	

	<ul style="list-style-type: none"> • Do pupils undertake ministries with confidence? • Opportunity for spiritual growth • Opportunity to reflect • Opportunity to look outwards – awe and wonder, think about the needs of others 	
Evaluation	<ul style="list-style-type: none"> • Is prayer and liturgy evaluated at the end of each session? • What changes are made for future P & L? 	
Strengths:		
Areas for development:		

Appendix 2

Prayer and Liturgy Resources

1. Holding cross
2. Box of tea lights /Tea lights (battery operated)
3. Tea light holders
4. Coloured pebbles / natural stones
5. Heart
6. Prayer cube
7. Bowl
8. Vase
9. Purple candle
10. Lilac candle
11. Green candle
12. White candle
13. Wooden rosary beads
14. Statue of Mary
15. Icon of St Bede
16. Children of the World El Salvador cross
17. Hail Mary & Our Father prayers on wooden crosses
18. God's Story
19. Bible (appropriate to age of the children)
20. Liturgy Planner
21. Pray 2gether box
22. Nativity set/scene & Advent wreath
23. Liturgical cloths (green, white, purple, lilac, red)
24. Templates: paper hearts (lined), crosses (unlined), candles (lined), star (lined and unlined), praying hands (lined and unlined), footprint (lined and unlined), doves (lined), fire (lined and unlined), palm leaves (unlined) and baptismal candle (unlined).
25. Laminated creative prayer resources

Appendix 3

The Role of the Coordinator for Prayer and Liturgy

- Formulating a written policy for Prayer and Liturgy
- Ensuring that there is a development plan for prayer and liturgy included in the school development plan
- Ensuring that prayer and liturgy is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that prayer and liturgy 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 prayer times
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to prayer and liturgy including withdrawal from collective worship
- Developing staff confidence and expertise e.g. through modelling different prayer styles

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Observing Acts of Prayer and Liturgy and providing feedback
- Informing the headteacher of standards and developments in prayer and liturgy

Communication

- Communicating to members of the school community the significance and content of prayer and liturgy
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards prayer and liturgy
- Informing newly appointed colleagues of school policy regarding prayer and liturgy
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan Department for Education

Professional development/Ongoing formation

- Leading and organising in-service training and ongoing formation for prayer and liturgy
- Attending appropriate in-service courses, reporting back and leading staff training
- 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

Planning group

Currently, termly meetings take place with the planning group to discuss Collective Worship in school and church. The planning group is comprised of the Headteacher; the RE Co-ordinator (who is also the Prayer and Liturgy Co-ordinator); the Chair of Governors (Mrs Elwood); and one of our Teaching Assistants (Mrs Wheeler).