



# St Mary's Catholic Primary School

## Prayer & Liturgy Policy

**APPROVED BY: SENIOR LEADERSHIP**

**DATE APPROVED: OCTOBER 2024**

**DATE REVIEWED:**

**DATE OF NEXT REVIEW: OCTOBER 2026**



# Mission Statement

*At St Mary's we walk together  
with Christ, to achieve our  
potential, helping one another to  
love, care, smile and learn.*

*Let your light shine.*

At St Mary's Catholic Primary School

we strive to live out the Gospel in the way Jesus teaches us to

We celebrate the diversity of our school community and value each person as unique;  
made in God's image and likeness

We work together, through God's love, to enable our pupils to achieve excellence in all  
aspects of their education

## **Legal Requirements**

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils (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).

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)).

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.

Prayer and Liturgy 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. We understand that simply holding an assembly that includes a prayer, said by either the teacher or everyone present, does not fulfil this requirement. We also acknowledge that prayer and liturgy and assembly are distinct activities. They may sometimes form part of the same gathering. At St Mary's, responsibility for arranging prayer and liturgy rests with the governing body after consultation with the Head of School.

## **The Place of Prayer and Liturgy in the Life of our School**

The Lord Jesus Christ is at the centre of our school community and prayer and liturgy are at the heart of our community life. We present the Catholic tradition of prayer and liturgy in an authentic, welcoming way. Our Catholic community and acts of prayer and liturgy are inclusive to those who are not of the Catholic faith and non-Christians.

## **Responsibility**

### 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 Leader)
- 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.

### 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
- The implementation of the prayer and liturgy policy agreed by the governing body
- 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.

## Prayer and Liturgy Coordinator

### **Our Prayer and Liturgy Coordinator is: Mrs McCall**

The Prayer and Liturgy Coordinator ensures that:

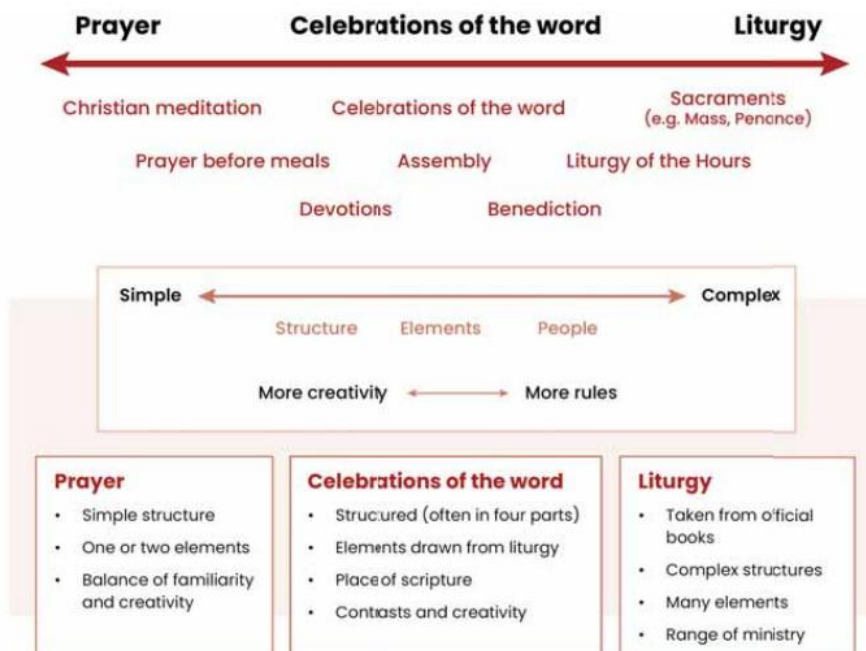
- The implementation of the prayer and liturgy policy agreed by the governing body
- Prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- There is an Annual Plan of Provision for prayer and liturgy 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 head teacher 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.

## **Definitions**

Prayer: 'lifting up of the hearts and mind to God'.

Liturgy: 'An act of public worship performed by a group that follows the structure of liturgical books such as the Roman Missal'

Celebrations of the Word: 'Celebrations and public worship which do not are not taken directly from the liturgical books of the Church.'



## **The Aims of Prayer and liturgy**

We believe that prayer and liturgy in our school community will provide a variety of opportunities to deepen our relationships with God and develop the following:

- contemplate the mystery of God;
- unite our worshipping Eucharistic community;
- develop the necessary skills of reverence, contemplation, reflection, interpretation, empathy, meditation which will enable our relationships with God to be deepened.

Full participation in our faith will allow us:-

- To grow in spiritual, moral, cultural and liturgical understanding;
- To grow in understanding of our living faith tradition;
- To develop a sense of awe, wonder and inspiration in the person of Christ;
- To examine and reflect upon our own individual faith journeys;
- To develop the skills of prayer.

## **Overview of Prayer & Liturgy in our School**

Acts of prayer and liturgy should:

- Give glory and praise to God;
- Enable all participants to take part in a manner that is 'full, conscious and active'
- Give pupils meaningful opportunities to engage in the Sacramental Life of the Church
- Give pupils and students positive liturgical experiences, appropriate to their age, aptitude and family context in order to prepare them for the liturgical life of the Church.
- Promote pupils' understanding of and engagement with our school's Mission Statement

## **Prayer**

Everyday children have the opportunities to take part in communal prayer with opportunities for individual prayer integrated throughout weekly liturgies

Prayer is a fundamental part of developing our pupils' relationship with God and in recognising God's presence in their life. Collective and personal prayer is observed throughout the school day in order to enable the school community to recognise God's presence amongst us and to have the opportunity for personal prayer. The key periods of prayer throughout our day are:

- At the start of the day
- Grace before/after meals
- End of each day
- During whole school and liturgy assemblies
- During Class Liturgies

## Our School Prayers:

### **Morning Prayer**

Oh My God you love me, you're  
with me night and day  
I want to love you always, in all  
I do and say  
I'll try to please you Father,  
bless me through the day

Amen

### **Prayer Before Meals**

Bless us O God as we  
sit together,  
Bless the food we eat  
today  
Bless the hands that  
made the food,  
Bless us, O God,

Amen

### **Prayer After Meals**

Thank you God for  
the food we have  
eaten,  
Thank you God for  
all our friends,  
Thank you God for  
everything,  
Thank you God,

Amen

### **End of day Prayer**

Now the busy day is  
done,  
Father bless us  
everyone,  
Keep us safely through  
the night,  
and in the morning  
send your light  
Amen

We also introduce children to the traditional prayers of the church. Specifically:

- The Our Father
- The Hail Mary
- The Glory Be

Some classes adopt different prayers to say during the school day, for example, Year 6 often bring back new prayers they have learnt from their Catholic Retreat to The Briars, which they wish to use in school as their class prayers.

## **Celebrations of the Word**

All Celebrations of the Word within our school follow the following structure:

**Gathering** - how we come together, the setting, the environment (quiet/ reflective music, lighted candles, statues, sign of the cross, focus and examination of conscience etc);

**Word** - a reading from the Scriptures, breaking the word, time to reflect on this and prayers to fit into the theme;

**Response** - a ritual movement that everyone can join in with that fits with the theme (gestures such as shaking hands, holding hands, lighting a candle, prayers, responses to prayers, etc);

**Mission** - the sending out from the celebration, giving the children something to hold onto from the experience of the liturgy that they can take into their daily lives.

Different Celebrations of the Word take place throughout the week, with variations made for special events – see liturgical calendar

- Monday – KS1 Celebration of the Word
- Tuesday – Class Celebration of the Word
- Wednesday – Whole School Gospel Celebration of the Word
- Thursday – KS2 Celebration of the Word
- Friday – Class Celebration of the Word

## **Liturgy**

### **Celebration of the Eucharist**

Throughout the school year, classes attend weekly Mass on a rota basis, with us celebrating as a whole school for the beginning of the school year, Harvest, Advent, Christmas, Feast of the Epiphany, Lent, Easter and End of School year. The children have the opportunity to receive the Eucharist.

### Reconciliation

During both Lent and Advent pupils in year 4, 5 & 6 have the opportunity to receive the sacrament of reconciliation in school in an age-appropriate manner with our parish priest.

### **Pupil Led Worship**

Throughout the school pupils are given the opportunity and supported to lead acts of prayer and liturgy within their class, in their key stage and whole school.

Pupils who are involved in leading collective worship are given the opportunity to reflect upon and document the impact of their work. The chaplaincy team take responsibility for evaluating collective worship across the school on behalf of all pupils. Classes have age-appropriate opportunities to discuss collective worship and to provide their views.

### **Presence at Celebrations of the Word and Liturgy**

Times of prayer, celebrations of the word and liturgy offer opportunities for the engagement of pupils and staff of all religious faiths or of no faith by sharing their hopes and needs. It is important that they are included in formal expressions of prayer and liturgy. We invite all who are present at celebrations of the word and liturgy to:

- Be present – to bring themselves to the celebration
- To experience – to engage in what is happening
- To reflect – to ask what it means in their lives
- To respond – to take forward what has been experienced into living a good life

### **Parents**

- Parents are invited to attend weekly mass and whole school acts of liturgy, and have access to the school's liturgical calendar via the school website
- Parents are invited to provide their feedback both formally and informally

### **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.

The school has a prayer area in each class, which are 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.

### **Training**

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 – see Appendix One. All new staff will have the opportunity to attend diocesan training upon prayer and liturgy. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

## **Policy Monitoring and Review**

The Governors are aware of their legal responsibilities in regard to prayer and liturgy, taking account of the requirements of the Education Reform Act 1988, Education Act 1996 and the school standard framework 1998. It is the overall responsibility of the Governing Body to ensure that the legal requirements are met and opportunities for quality prayer and liturgy are being delivered. Those responsible will ensure that acts of worship are in accordance and consistent with the rites and practices of the Catholic Church. This policy is monitored by the Prayer and Liturgy Coordinator and is evaluated and reviewed by the whole school staff every two years. The Governors should review reports on the prayer life of the school.

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly 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.

The following will be monitored:

- Time set aside for prayer and liturgy; (Liturgical Calendar arranged annually)
- Whether the observed practice is consistent with agreed policy;
- Whether prayer and liturgy is resourced in terms of materials, visual aids etc;
- Staff development on prayer and liturgy and its impact;
- Prayer focus and its effectiveness in drawing pupils into prayer;
- Impact on pupils and members of the school community;
- Opportunities for pupils to develop the necessary skills to access worship and prayer;
- Records of themes and teachings of the Catholic Church covered in prayer and liturgy.
- Opportunities for pupils to lead prayer, celebration of the word and elements of liturgy
- Quality of class prayer areas

Observation and monitoring records should be kept and should form part of the self-review process. Outcomes of monitoring will be communicated to staff and the governors with recommendations for future action.

### **This policy will be communicated to:**

- All members of the school community
- Parish priests or members of pastoral areas as appropriate  
New members of staff and will form part of their induction
- New parents, to promote positive attitudes towards prayer and liturgy.

### **Links to other policies:**

- Religious Education
- Induction Policy

## Appendix One – Catholic Life Induction

Catholic Life Induction	
Catholic Mission	<ul style="list-style-type: none"> <li>• The school's Catholic ethos is at the heart of school, heart of policy and the way that we interact with the children</li> <li>• We are a Catholic school which means we have a distinctively Catholic mission: To achieve excellence with God's love</li> <li>• We explain to the children that being a Catholic school means that we are called to listen to God and to live in the way he teaches us</li> <li>• Our Catholicity is evident in the way that pupils and staff interact with one another: they are loving, merciful, faithful, compassionate, truthful and respectful. It is evident in our daily act of worship, prayer and liturgy. It is evident in the curriculum time we commit to RE and in our school's physical environment</li> <li>• There is no obligation for staff to be practicing Catholic, with the exception of the Headteacher and Head of School – ours is an inclusive approach to our faith. We do however ask all staff to support the school's Catholic values, ethos and character</li> <li>• We expect our staff to be role models of the values discussed above</li> </ul>
Prayer and Liturgy	<ul style="list-style-type: none"> <li>• At St Mary's we carry out acts of prayer and liturgy every day – see policy for copies of prayer</li> <li>• The children say their daily prayers 4 times a day – share daily prayer as well as key prayers of the Church including the Our Father, Hail Mary and Glory Be – provide with prayers</li> <li>• The children take part in a liturgy or celebration of the word every day including in class, key stages, whole school and Mass.</li> <li>• We strive to enable pupils to lead and be active participants in prayer and liturgy as much as possible</li> <li>• We implement a four-part model for liturgy – gather, word, respond and mission and have a variety of resources and CPD sessions to support teachers with doing this effectively which you will take part in – provide model planner/best practice guide</li> <li>• If you ever need support please see Mrs McCall, Mrs Keeton or Miss Goodfellow.</li> </ul>
Parish	<ul style="list-style-type: none"> <li>• Our school is part of the Parish of St Mary's, Edlington</li> <li>• Our parish priest is Fr Basil</li> </ul>
RE Curriculum	<ul style="list-style-type: none"> <li>• 10% of curriculum time is committed each week to the teaching of RE – this equates to 2 hours and 25 minutes – typically a whole afternoon</li> <li>• This 10% curriculum time does not include time allocated to collective worship</li> <li>• The scheme of work we follow is Come and See – give long term plan and log-in</li> <li>• There is CPD throughout the year upon effective RE teaching which you will take part in</li> </ul>
Catholic life induction was completed by:	<p><b>Name:</b></p> <p><b>Date:</b></p> <p><b>Signature:</b></p>