

ST MARGARET CLITHEROW PRIMARY SCHOOL



We live to love, learn, respect
and follow Jesus who says,
“Love one another as I have loved you.”

Prayer and Liturgy Policy

Legal Status: Statutory
Version Date: September 2025
Last Review: September 2024
Next Review: September 2026
Responsible Person: Governing Body



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.)

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; 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.

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
- 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.

Overview of prayer and liturgy provision

Collective Worship is planned following a structure with reference to the Church's seasons, RED Diocesan Hub unit planning, 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. The school subscribes to the Collective Worship resources provide by TenTen "Collective Worship" is an online, original and creative bank of varied resources including assemblies, prayers and staff enrichment that are aimed at deepening the Catholic life of school communities.

The site contains simple, easy to use Catholic resources that support all staff in developing and deepening the Catholic faith life of children, parents and staff so that faith in Jesus and His Church can be lived in a real, vibrant and full way.

In St. Margaret Clitherow School, dove-tailing with the Diocesan Hub programme we celebrate the liturgical year using assemblies, collective worship and classroom prayer time. Here we endeavour to examine, explore and reflect upon the world around us. Whole school Collective Worship occurs three times a week, or four when there is a class assembly. This is when the whole school gathers to worship in the school hall. The aim is to promote school togetherness. It is a time when we pray together, worshipping God. Collective worship takes place within the classroom on other days. Some of this worship is planned and led by children. Child-led worship takes

place weekly and the “Mark 10 Mission is used to lead another Collective worship session in class.

The Pupil Chaplains also lead prayer sessions at lunchtime each week for children.

The Monday Gospel Assembly is delivered by a teacher to the whole school. Also on Friday we alternate between themed assemblies or a Certificate Assembly which is a celebration of the efforts and achievements of the whole community. Each teacher awards certificates to members of his/her own class. These can be given for academic or sporting achievements, or politeness and helpfulness. The children are allowed to award certificates to the adults in the school who they feel have warranted such accolades. In addition, there is a weekly “Hymn Practice” session led by our Music Teacher.

The Parish Priest celebrates eucharistic and non-eucharistic liturgies with the whole school.

Classes visit English Martyrs on a termly basis from Year 3 onwards and children in Year 1 and 2 get the opportunity to visit the church to attend mass in the Summer Term. Fr Albert us a regular visit to the school to celebrate masses and children also celebrate their own liturgies within class e.g. for the feast of their class saint.

It is believed that spiritual development is not the sole preserve of the children but that the climate generated will provide for the spiritual development of all members of our community.

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.

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.

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.

Review

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

Key Documents to Accompany this policy

The school prayer book contains all the prayers to be learned across the school.

There is an accompanying Powerpoint with all the prayers.

The RE overview of the year contains details of all RE curriculum information and all the Liturgies, Masses and cycles of Prayer for the year.

Year Group:

Monitoring of Collective Worship

Date:

Focus	Comments
Planning (discussed with teacher before or after celebration) - Have the children been involved in the planning? - Has the Act of Worship been planned around a theme/feast?	
Structure (If Liturgy) - Can the four parts (Gather, Word, Response, Mission) be distinctly identified? - How did children gather? - Was the Word appropriate and treated reverently? - How did children respond to the Word? - Was there a clear Mission, an evident message at the end of the liturgy?	
Leadership - Child or adult led? - Depending on the age of the children were they as involved as possible in leading?	
Engagement - Were children fully engaged and participating enthusiastically? - Was it a prayerful experience?	
Creativity - How creative was the Act of Worship? - Did it include different prayer styles/dance/music etc to enhance the experience?	
Prayer Space Were children able to create focal point, atmosphere for prayer, appropriate for their age?	
Resources Were liturgical resources used appropriately eg correct liturgical colours, artefacts?	
ICT Was ICT used to support and enhance the Act of Worship or was it a distraction?	
Agreed areas for development	

A copy of this monitoring sheet has been given to the class teacher

Coordinator ...

Class Teacher ...

The Role of the Coordinator for Collective Worship

- Formulating a written policy for Collective Worship
- Ensuring that there is a development plan for Collective Worship included in the school development plan
- Ensuring that Collective Worship is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that Collective Worship 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 Worship
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to 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 Collective Worship and providing feedback
- Informing the headteacher of standards and developments in Collective Worship

Communication

- Communicating to members of the school community the significance and content of Collective Worship
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards Collective Worship
- Informing newly appointed colleagues of school policy regarding Collective Worship
- 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 inservice training and ongoing formation for Collective Worship
- 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 Collective Worship including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently

