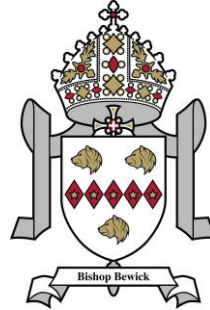


# St Cuthbert's Catholic Primary School Walbottle



## Prayer and Liturgy Policy

At St Cuthbert's we live and learn in faith and love,  
through Jesus' teachings.

Our school is a place where we can grow as a family,  
helping each other to lead full and happy lives.

Consultation that has taken place	
Date Formally Approved By Governors	18 <sup>th</sup> January 2023
Date policy Became Effective	19 <sup>th</sup> January 2023
Review Date	January 2024
Person Responsible for Implementation and Monitoring Policy	HT ✓      Govs    ✓

### Introduction

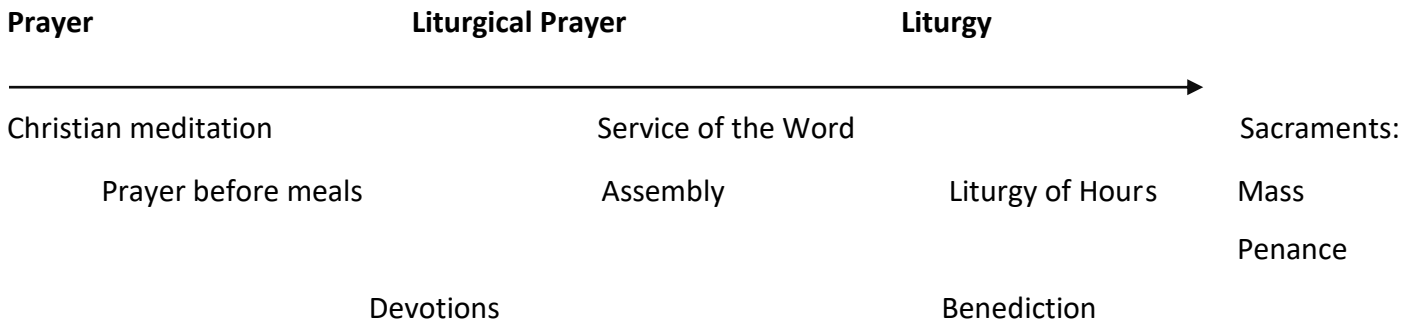
## Understanding Prayer and Liturgy

### (From the draft Prayer and Liturgy Directory, September 2022)

*In any school there will be a range of prayer and liturgy: classroom prayer, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacrament of Reconciliation. Each form of prayer and liturgy will have its own character dependent on the circumstances, size and age of the group, the place of celebration and its content.*

#### **Definition of Terms**

*Prayer, Liturgical Prayer, and Liturgy form a continuum with silent meditation at one end and a celebration of Mass on a Solemnity of the Church (e.g., Ascension of the Lord) at the other. Of course, there are areas of overlap between the categories.*



Prayer	Liturgical Prayer	Liturgy
Simple structure	Structured (often 4 part)	Taken from official books
One or two elements	Elements drawn from liturgy	Complex structure
Balance of familiarity & creativity	Places of Scripture	Many elements
	Contrasts and creativity	Range of ministry

*In Catholic terminology ‘worship’ is not generally used to name and describe a distinct type of prayer or event. Worship is about living our lives in a way that recognises that everything we have is a gift from God and that everything we do gives glory to God. That, of course, does include prayer but the scope is broader. With that understanding of worship it will be seen that that the purpose of education in a Catholic school is to know and love Christ and to open the vision and imagination of all pupils to the wonder of living in God’s world, and the responsibilities that follow from this.*

Under Section 48 of the Education Act 2005 there is a statutory duty to inspect and report on denominational education (that is religious education) and collective worship in schools designated as having a religious character. For this reason, the term ‘Collective Worship’ has been kept as the headline judgement by the Catholic Schools Inspectorate but throughout the framework it is referred to as prayer and liturgy. This model policy addresses the shift in vocabulary and is an interim response to the draft Prayer and Liturgy Directory. When the Directory is published it will contain a model policy which the Diocese of Hexham and Newcastle will adapt for schools.

## St Cuthbert's Prayer and Liturgy Policy

### Mission Statement

At St Cuthbert's we live and learn in faith and love, through Jesus' teachings. Our school is a place where we can grow as a family, helping each other to lead full and happy lives.

### The Nature of Prayer and Liturgy

Prayer and liturgy in a Catholic school names and celebrates 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 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.'<sup>1</sup>

### 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 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 prayer and liturgy 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 Come and See RE curriculum.

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

Prayer and liturgy is 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.

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<sup>1</sup> Christ at the Centre Rev Marcus Stock, 2005

## **The Aims of Prayer and Liturgy**

Prayer and liturgy in St Cuthbert'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 Cuthbert'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.<sup>2</sup> Celebrations will be appropriate to the age and groupings of the children.

## **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. All staff meetings begin with prayer and Staff Briefings on a Monday, Wednesday and Friday begin with prayer.

The Timetable of Prayer and Liturgy is as below:

Monday	Whole School Collective Worship	20 minutes	School Hall
Wednesday	Whole School assembly	20 minutes	School Hall
Friday	Whole School Celebration Assembly	30 minutes	School Hall

## **The gatherings on a Monday, Wednesday and Friday:**

- Serve to enhance the ethos and community spirit of the school

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<sup>2</sup> Directory for Masses with Children, paragraph 9.

- Reinforce the positive attitudes and affirm the beliefs and teachings of the Catholic Faith while acknowledging the school's place in a multi faith society.
- It is seen as an opportunity to develop a sense of respect for others within and outside of school.
- To celebrate the occasions of the school year.
- To celebrate the Liturgical seasons or great Feasts, Saints and Special People of the church
- To discuss, pray and reflect on local and world issues, as and when they arise.

### **The Celebration gathering on a Friday:**

- Salutes and publically affirms the talents and efforts of the children both in and out of school.
- Certificates, A Good Samaritan and 'Star of the Week' honours are awarded for:
- Positive attitude in and around school
- Positive Attitude during Lunch
- Good Behaviour
- Following the 'Statement to Live by' during the week.
- Sporting achievement

### **Leading Prayer and Liturgy**

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy. (Mrs Walsh, Deputy Headteacher may also lead prayer and liturgy). The class teacher will lead class prayer and liturgy. Children are taught to plan and lead prayer times according to their age.

### **Recording**

Prayer and liturgy is recorded in our Prayer and Liturgy Floor Books.

### **Monitoring and Evaluation**

Prayer and Liturgy is monitored termly through Learning Walks and through termly scrutiny of Prayer and Liturgy Floor books. This is carried out by the school's RE Lead and stakeholders involved in school. Prayer and liturgy is monitored using the diocesan prayer and liturgy monitoring form.

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

### **Resources**

Resources are stored centrally in the prayer room and in individual classrooms, there are also some resources available in the Headteacher's office. Each class has their own basket of Collective Worship Resources. School also make use of the Ten:Ten programme.

### **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'<sup>3</sup>

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<sup>3</sup> Christ at the Centre Rev Marcus Stock, 2005

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.

## Retreats

Throughout the school year there are opportunities for the children to attend Retreat Days. These include, the Youth Mission Team Day and the Year 6 children also go on a day retreat to Holy Island.

## Other opportunities

Other occasions when 'The Liturgy of the Word' is celebrated:

• Welcome Mass	September	Hall	Parents/Community
• Harvest Mass	October	Hall	Parents/Community
• Youth Friday	November	Hall	Children/Staff
• EYFS/KS1 Christmas Play	December	Hall	Parents/Community
• KS2 Carol Service/Play	December	Hall	Parents/Community
• Christmas Mass	December	Hall	Parents/Community
• Easter Mass	April	Hall	Parents/Community
• Easter Liturgy	April	Hall	Parents/Community
• Leavers Mass	July	Church	Parents/Community

Throughout the school year, a number of Friday Masses are celebrated in school welcoming the parish into school to celebrate 'The Liturgy of the Word'. A number of Spiritual Days are also planned throughout the school year.

## Eucharist

Eucharistic celebrations in school will highlight a special occasion and will normally be celebrated with children whose faith development has reached an appropriate stage. The same general principles will apply to planning a Eucharist Celebration as other acts of school worship, therefore opportunities for the children to participate will be maximised. Children in Year 4 undertake the Sacramental Programme in school and in church following the Sacramental Programme set out by the diocese with Mrs Walsh, Deputy Headteacher and Father Martin Morris

## The Coordinator for Prayer and Liturgy


The Coordinator for Collective Worship is Sarah Walsh, a job description for this role is in Appendix 1.

## 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.

This policy was approved by the Governing Body on

**Name of Chair of Governors: Bev Bookless**

**Signature:** 

**Date: 18<sup>th</sup> January 2023**

**Name of Headteacher: Colette Barrett**

**Signature:** 

**Date: 18<sup>th</sup> January 2023**

## Appendix 1

### **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 inservice 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



*[Consideration should be given to the establishment of a planning group, which might include, the coordinator, the headteacher, deputy, staff, pupils, governors and school chaplain. It would be part of the role of the coordinator to lead this group.]*