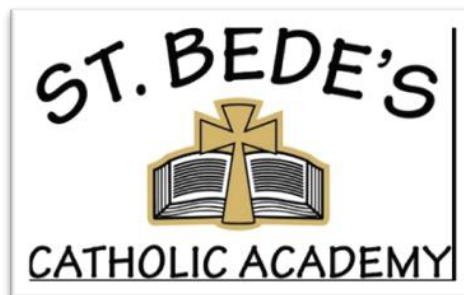


PRAYER AND LITURGY



Our School Mission Statement:

Together in Christ we grow in faith and knowledge.

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Introduction

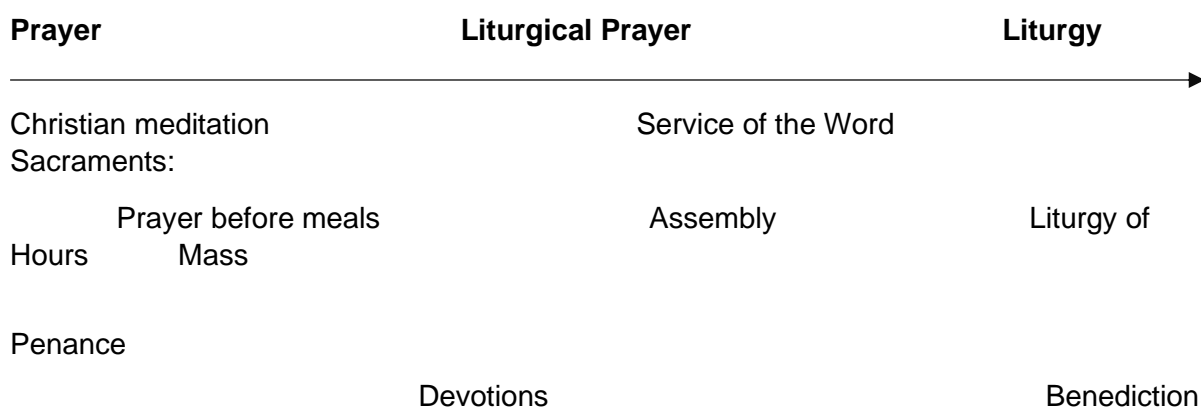
Understanding Prayer and Liturgy

(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 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 Bede's Catholic Academy Prayer and Liturgy Policy

Vision & Mission Statement

Our Catholic ethos and support for one another as a family of schools drives all that we do. Our mission is guided by a collective culture and vision where:

'Our schools are places of excellence –providing service and witness to children, their families and the wider Catholic community, adding value as a family of schools and enriching the learning and experience of all our young people, so they may achieve their full potential.'

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.'¹

Liturgical Prayer at St Bede's is planned following a structure with reference to the Church's seasons, Come and See (primary), feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day, anti-bullying week, Earth Day etc.

Parish and parents are invited to participate in some celebrations.

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 Bede's School

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

Prayer and liturgy consider the religious and educational needs of all who share in it:

¹ Christ at the Centre Rev Marcus Stock, 2005

- 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 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 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.

Planning, content and celebration

Prayer and liturgy are 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.

Pupils are taught skills that enable them to prepare, organise and lead worship (*Appendix 5*) rather than always participating or contributing in a token way.

Friday Afternoon- celebration assembly begins with Angelus.

We start and end each with St Bede's school prayer. The whole school takes part.

² Directory for Masses with Children, paragraph 9.

During the liturgical year we have additional prayer and liturgy e.g. The Passion, the stations of the Cross, Advent, Lent, Feast days, Month of May. (The Devotion to Our lady), weekly reciting of Angelus.

Pupil-led class Liturgical Prayer at a time in class each deemed appropriate by the class teacher.

Prayers take place in the school hall and pupil-led liturgical prayer takes place in classrooms. Mass takes place in St. Bede's Church.

Prayers are also said in classes at the beginning and end of each school day, and before lunchtimes.

In Foundation Stage prayers are also said before snack time.

Mini-Vinnies meetings begin and end with a prayer and these take place fortnightly.

Staff and governor and some parents meetings always begin meetings with a prayer.

Whole school masses take place half-termly and at specific times i.e. beginning and end of the academic year, beginning of Advent, Easter and Pentecost. Liturgies also take place for Harvest Festival, Ash Wednesday, Lenten services, Memorial services and the May Procession. Classes also attend masses on a rolling rota on Tuesday mornings to join in with the parishioners. Special liturgies also take place during Holy Week and Advent with prayer stations in the school hall.

Stations of the Cross takes place during Lent. These are either held in classes using the Stations in Church and/or around the school in smaller groups. The whole school gathers in Holy week to listen to the Passion.

Rosary and prayer group is voluntary, and is held on a lunchtime once a week.

Travelling cross bags and travelling cribs are sent home to share with family to share key religious celebrations i.e. Easter and Advent. Liturgies are also shared to our families virtually (Facebook, Instagram, School Website) during Advent, Lent and Holy Week. Children create "Bambinelli's". These are blessed each advent and are encouraged to be the first gift that is unwrapped on Christmas morning.

Children also take part in the following annually: May procession, lesson and carols, Harvest Festival of thanksgiving and beginning and the end of year celebrations.

The Timetable of Prayer and Liturgy is as below:

Pupil-led class Liturgical Prayer at a time in class each deemed appropriate by the class teacher. Floor books keep a visual record and act as a celebration of liturgical prayer within school.

The timetable of Liturgical prayer is as below.

Whole school prayer and liturgy – Monday morning (30 mins)

Tuesday morning prayer and liturgy – FS/KS1 assembly (approx 20 mins)

Thursday morning prayer and liturgy – KS2 assembly (approx 20 mins)

Friday morning – Hymn practice (30 mins)

Friday afternoon – Celebration assembly begins with bell and praying of the Angelus.

Pupil-led class Liturgical Prayer at a time in class each deemed appropriate by the class teacher.

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and 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. The Catholic life lead will help the children prepare prayer for each week's liturgy based on Gospel, ethos statement or Character trait. n

Recording

Prayer and liturgy are recorded in the assembly file on the school system. Teachers have their own prayer and liturgy files for class liturgical prayers. Individual plans are completed for child led liturgical prayers which are monitored by the RE coordinator.

We keep records of the high-quality prayer focal points the Catholic life lead creates. We have established floor books which are away to record the essence of the prayers and the input and thoughts of the children.

Recoding is not time consuming or arduous.

Monitoring and Evaluation

Prayer and liturgy is monitored using prayer and liturgy monitoring form and the use of drop in observations and examination of floor books.

BISHOP HOGARTH CATHOLIC EDUCATION TRUST MONITORING OF PRAYER AND LITURGY

Form/ Class: Date: Member of Staff Leader/ Facilitating	
Theme:	
Provision Prompts <ul style="list-style-type: none"><input type="checkbox"/> attention to mood & setting<input type="checkbox"/> theme/message clear & appropriate<input type="checkbox"/> theme message appropriate for time of liturgical year<input type="checkbox"/> use of Scripture<input type="checkbox"/> opportunities for pupils to lead & participate<input type="checkbox"/> opportunities for spiritual growth<input type="checkbox"/> quiet reflection<input type="checkbox"/> spontaneous prayer<input type="checkbox"/> traditional prayer<input type="checkbox"/> appropriate music<input type="checkbox"/> use of art/artefacts<input type="checkbox"/> standard of organisation	Evaluation of evidence
Outcomes <ul style="list-style-type: none"><input type="checkbox"/> Prompts<input type="checkbox"/> participation in prayer<input type="checkbox"/> engaged<input type="checkbox"/> respect<input type="checkbox"/> awe and wonder<input type="checkbox"/> interest & concentration<input type="checkbox"/> behaviour<input type="checkbox"/> developing a sense of belonging<input type="checkbox"/> students undertake ministries with confidence	

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

Resources

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.

The Catholicity permeates in all physical areas of the school. Displays in the hall always relate to our Catholic Faith. The inner and outer entrance and the first three corridor display boards reflect the unique Catholic nature of St Bedes whilst also reflect its unique context. They are monitored carefully and are always of high quality.

Our resources are of high quality, and relevant to the context of St Bede's. They are audited regularly and freely available to all staff and children. Each class has their own "prayer and Liturgy resources box. This contains artefacts and symbols that will help ensure that class based and child led prayer is spiritual, engaging and meaningful. The children can add or take away to these resources as appropriate.

We have a room in school where all resources are kept in a well organised and way.

Retreats

Youth Village Festival is held annually for Y6 and Y5 children

When available, we will also access mini retreats at OLSB school and retreats for younger children from year 4 upwards either at the youth village or Osmotherly priory.

Eucharist

At St Bede's we play an important role in educating our children about the Eucharistic celebration, which is central to the Catholic faith. To attend and celebrate Eucharistic celebrations, schools typically follow these steps:

Sacramental Preparation: St Bede's offer sacramental preparation programs for students who are eligible to receive their First Holy Communion. These programs include religious instruction, spiritual formation, and practical guidance on the Eucharist.

School Masses: Children attend very regular Masses within the church. These Masses are attended by the children, teachers, parents and Parish. They provide an opportunity for the school community to come together and participate in the Eucharistic celebration.

Liturgical Participation: Students are encouraged to actively participate in the Mass by taking on various liturgical roles. This could include altar serving, reading Scripture and other prayers and offertory procession.

Role of Trust Head of Catholic Life

The Trust Head of Catholic Life acts as a resource to support to Lay Chaplains and Chaplaincy Teams. Their role is to provide:

- Training and support

³ Christ at the Centre Rev Marcus Stock, 2005

- Point of contact
- Identify and meet the training needs of those involved in chaplaincy in our schools
- Oversee spirituality timetables
- Assistance with sacred spaces
- Opportunities to meet and discuss ideas and problem-solve together
- Assistance with the planning and preparation of key Liturgical celebrations including major feasts and seasons across sectors
- Resources for websites

The Trust Head of Catholic Life will work with school Chaplains and those with responsibility for co-ordinating collective worship to develop ideas to:

- Make prayer engaging and meaningful
- Increase involvement of our young people in the prayer life of their school
- Develop whole Trust MAT spirituality events including retreats and liturgies

The Coordinator for Prayer and Liturgy

Bernadette Rizzi-Allan (executive Head)

Liz Duffield (Head of School)

Sophie Bostock (RE lead)

Vicky Marley (Acting RE Lead for 2023-24)

Geraldine Powell (Catholic life lead)

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 three years. The Foundation Governors in particular will play a most important role.

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

Collective Worship is recorded in the assembly file on the school system. Teachers have their own prayer and liturgy files for class liturgical prayers. Individual plans are completed for child led liturgical prayers which are monitored by the school chaplain and RE coordinator termly.

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

[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.]