



**Bishop  
Hogarth**

Catholic Education Trust

# **St. Joseph's Catholic Primary School**



## **Prayer and Liturgy Policy**

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**Introduction**

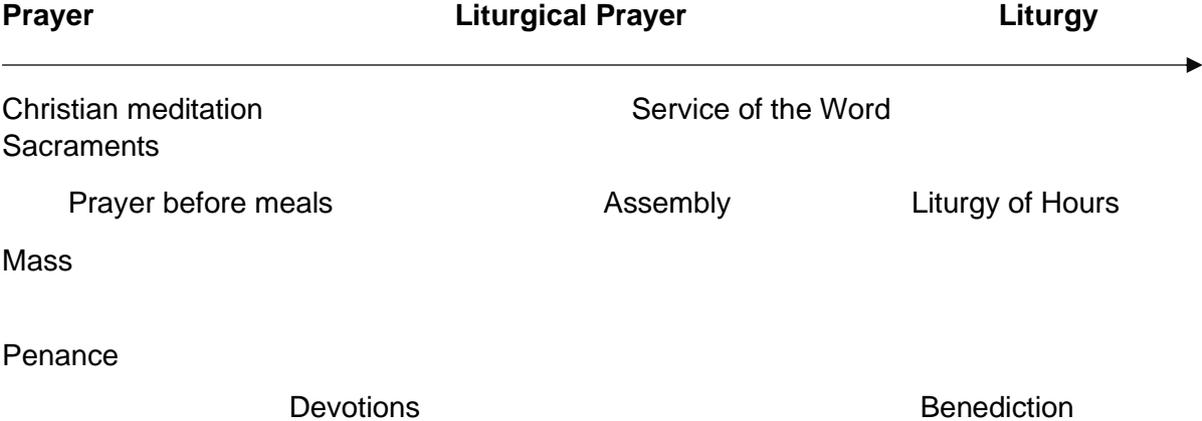
**Understanding Prayer and Liturgy**

**(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 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. Joseph's Catholic Primary School Prayer and Liturgy Policy**

### **Vision & Mission Statement:**

**'We love, live and celebrate together: Building God's Kingdom through Jesus our Lord,'**

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.'<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. Joseph'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;

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

- Those from other Christian traditions – or none;
- Those from other faith backgrounds.

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

Prayer and liturgy in S St. Joseph'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. Joseph'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. Staff prayers at the start of each meeting led by whoever is leading the meeting

The Timetable of Prayer and Liturgy is as below:

Monday 9:00am: Whole school Liturgical Prayer lead by either the Headteacher or Deputy Headteacher

Tuesday 9:05am: Class Liturgical prayer or mass which is celebrated in school on a fortnightly basis. Parents and parishioners are invited to join the school for mass

Wednesday: 9:00am KS1 Liturgical Prayer lead by staff on a rota

10:10 KS2 Liturgical Prayer led by staff on a rota

Thursday 9:05am: Class Liturgical Prayer

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

Friday 9:00: Whole school Liturgical Prayer led by a class or HT or DHT. Parents are welcome to join the children and staff.

Daily the children will say a prayer at the start of the day, prayer before/after lunch and at the end of the school day.

The school has prayer stations around the building which allows the children the opportunity for individual prayer.

### **Leading Prayer and Liturgy**

As faith leaders of the school, the Headteacher and the Deputy Headteacher will plan and lead prayer and liturgy for the whole school and for staff. 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 timetabled and a record of the theme is listed in the school plan saved in the shared area. Copies of scripts/powerpoints and other resources are also saved digitally.

Photographs/videos are shared with parents on Facebook.

Each class has a Liturgical Prayer floor book to record a class liturgical prayer.

Classes also have a prayer journal that allows children the opportunity to record individual or class prayers

### **Monitoring and Evaluation**

Prayer and liturgy is monitored using prayer and liturgy monitoring form. Monitoring takes place as per the monitoring cycle in school. This is attached Appendix A

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

### **Resources**

Resources for mass are kept in the baskets under the mass focus table in the hall.

Each has resources available in their room and the Prayer Room has extensive resources including candles, stones, rosary beads, cloths, books etc.

### **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>

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**

The Y6 children attend the Youth Village for retreat each year.

They also attend the Youth Festival.

### **Other opportunities**

Mass is held in school each fortnight for pupils, parents, staff and parishioners.

The church is a distance for the school and the children will be taken to the church for mass at least once per term.

### **Eucharist**

Mass is celebrated in school.

Children undertake sacramental preparation through the parish.

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

## **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
- 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**

Mrs Hargreaves the Headteacher is the Coordinator for Prayer and Liturgy

## **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.

### **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



Appendix A  
**St. Joseph's Catholic Primary School Hartlepool**  
**RE Coordinators – Monitoring Overview**

<b>Monitoring Focus</b>	<b>Date</b>	<b>Points for development</b>
Planning		
Work Scrutiny		
Lesson Observation		
Assessment		
Collective Worship		
Prayer Spaces		
Display		
RE Coordinator's File		