

St Mary & St Michael's Catholic Primary School



Prayer & Liturgy Policy

By Living our Values- We Shine!

“At St Mary & St Michael’s we welcome all.

- ♥ We accept and celebrate uniqueness through love, care and compassion, serving all God’s family.
- ♥ We respect each other and our aspirations.
- ♥ We nurture our faith and have the courage to forgive.
- ♥ We give everyone the opportunity to shine by working together in the warmth of our school community.
- ♥ We create a love for learning to allow us to achieve our dreams.”

Written Spring 2024

Agreed by Governors Summer 2024

To be reviewed: Summer 2026

The context of this prayer and liturgy policy

Here, at St Mary & St Michael's we ensure prayer & liturgy is part of everything we do and it is seen as an important part of our daily school life. '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

We ensure our children are provided with opportunities throughout the day to celebrate acts of prayer & worship. 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; 70 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).

Even though 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)), our parents are happy for all our children to participate in prayer and liturgy throughout the week.

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). This is our Headteacher- Mrs Archibald.
- 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
- 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 governing body, via the headteacher, 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

Prayer and liturgy take place on a daily basis throughout the day and week. At St Mary & St Michael's we ensure prayer is an important part of our daily life within school and every class will say daily prayers at certain times of the day- morning prayer (when the children come into class), prayer before and after meal times and a prayer at the end of the day.

Each class timetables when they are going to celebrate collective worship and this is carried out daily whether it be whole school or class worship. Monday morning will start the week with a whole school worship lead by the headteacher and the following days class worship will take place. This is

either led by the teacher or pupils depending on their age. The worship follows themes set by the headteacher on our school annual worship planner which can be found in appendix. The planner follows the liturgical year but also includes our values and special feast days especially St Mary and St Michael (when possible), other feast days, as well as whole school and class mass and opportunities for reconciliation.

Whole school mass is celebrated 4 times a year- start of the new term, Advent/Christmas, Lent/Easter and a leavers mass. However, each class joins with the parish on Friday to celebrate mass, this is timetabled throughout the year. We include the dates in our newsletter so parents can join us for these mass celebrations. During Advent and Lenten mass, reconciliation is offered to the children and their families.

Through Advent & Holy week St Mary & St Michael's celebrate prayer & liturgy through art, music & drama. During Advent the children receive our 'Travelling Crib' and add to our Jesse tree and during Holy Week our children create art pieces for our Stations of the Cross-garden reflection walk. Even though this is not actual prayer and liturgy we also celebrate the Nativity and share an Easter reflection with our parents, parish and local community.

Pupils Contribution Planner

Name of class/Year	Level of Participation	Length of Worship
Wren	Teacher led Sign of Cross Response to questions asked	5/6 minutes
Robin	Teacher led Choose items for focus point Read a given prayer	6/7 minutes
Owl	Given theme to choose prayer Read bible reference/reading Teacher to lead 'response' and 'go forth'	7/8 minutes
Woodpecker	Given theme to choose 'Listen' and 'response/reflection' Teacher to support for 'Go forth'	8/9 minutes
Heron	Pupil led	10/11 minutes

Common Prayers

Wren	Robin	Owl	Woodpecker	Heron
The Sign of the Cross Morning prayer End of Day Prayer Prayer before & after meals	The Lord's Prayer Hail Mary Glory Be	The Apostles Creed The Act of Contrition Angel of God	Come, Holy Spirit The Prayer of St Richard Morning Offering	The Rosary The Magnificat Act of Faith Act of Hope Act of Love

Each class group is a development on the previous year, therefore the children will understand/know all Common Prayer (see above) before the end of KS2.

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, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned through training and evidenced as appropriate. See Appendix for monitoring form

Review

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

Appendix

Monitoring Prayer and Liturgy proforma

Observer		Date		Time of Day		Year Group (s)	
Theme:							
Planning, organisation and delivery prompts <ul style="list-style-type: none">→ standard of organisation→ order→ attention to mood & setting → theme/message clear & appropriate→ opportunities for pupils to lead & participate→ opportunities for spiritual growth→ developing a sense of belonging→ quiet reflection→ spontaneous prayer→ traditional prayer→ relationship				Evidence			
Response prompts <ul style="list-style-type: none">→ participation in prayer→ respect→ awe and wonder→ interest & concentration→ behaviour							
Evaluation							

St Mary & St Michael's Catholic Primary School

Worship and liturgy Planner

Autumn 1	2 nd Sept	9 th Sept	16 th Sept	23 rd Sept	30 th Sept	7 th Oct	14 th Oct
Monday	INSET	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy
Tuesday	Whole school Uniqueness have written your name Isaiah 49:16	Creation- Genesis 1:26 Let us make mankind in our image	Family – Mark 3:31-35 Who is my family?	Trust in God- Protector Daniel 12:1	Laudato Si- CAFOD	Asking- Luke 18: 35-43 The Story of the blind man	Rosary
Wednesday	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead
Thursday	Uniqueness 1 Peter 2:9 People who belong to God	The Most Holy Name of Mary- Hail Mary	Family- Genesis 15: 1, 5-7 God's promise to Abram	Trust in God- Brave Revelation 12:7-9	Fratelli Tutti - CAFOD	Asking- Mark 4:35-41 Jesus calms the storm	Rosary
Friday Class Mass (see calendar)	Whole School mass- The Blessed Virgin Mary	Creation- Genesis 1:1-2 In the beginning God created the heavens and the Earth...	Family- Display of stones (all unique say Our Father)	St Michael's feast day (29 th Sept) St Michael's Prayer	St Francis of Assisi link to Pope Francis	Asking- Psalm 17: 2-4 Listen to my prayer (Prayer leaders)	Rosary

Autumn 2	29 th Oct	4 th Nov	11 th Nov	18 th Nov	25 th Nov	2 nd Dec	9 th Dec	16 th Dec
Monday	Whole school Values- Service liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy Remembrance liturgy worship leaders	Whole school prayer and liturgy	Whole school prayer and liturgy Feast of Christ the King	Whole school prayer and liturgy-1 st Sunday of Advent	Whole school prayer and liturgy Feast of The Immaculate Conception	Whole school prayer and liturgy- Gaudete
Tuesday	Death- Eternal rest (Prayer leaders)	Service: Jesus showed compassion - praying for others. Matthew 9:35-36	Generosity- Mark 12:41-44 The poor widow who gave everything	Light- Matt 5:14-15 Be a light shining	Preparation – Be prepared and prepare yourself Ezekiel 38:6	Jesse tree (lunch time prayer in chapel)	Travelling crib (lunch time prayer in chapel)	Jesse Tree (lunch time prayer in chapel)
Wednesday	Wednesday Word - adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word - adult lead	Wednesday Word -adult lead	Wednesday Word - adult lead	Wednesday Word - adult lead
Thursday	All Saints Rev 7: 2-4, 9-14 Matt 5: 1-12 A	Service: Jesus feeds the 5,000 Matthew 14:13-21	Generosity – Matt 25:34-40 I was hungry and you gave me food...	Light- Isaiah 9:1-7 The people who walk in the...	Preparation- Waiting for God Micah 2:2-5	Jesse Tree	Travelling crib	Jesse Tree
Friday Class Mass (see calendar)	All Souls John 11- 17-27 Raising of Lazarus	Service: Jesus washes his disciples feet John 13:1-17	Generosity – 2 Corinthians 9:7 Each of you should give what you have	Light- Psalms 18:28 You God keep my lamp	Preparation/waiting- John 8:12	10th 2nd Sunday in Advent. Mark 1:1-8	Travelling crib Whole school Mass (Reconciliation offered)	Carols around the Tree

Spring 1	6 th Jan	13 th Jan	20 th Jan	27 th Jan	3 rd Feb	10 th Feb		
Monday	Whole school worship- Epiphany	Values- Care and compassion	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy		
Tuesday	Gifts- Matthew 2:11	Compassion- John 6:5-13	Children- Mark 10 :13-16 Let the children come	Good news- John 4:1-26 Not leaving people out	Prayer- Luke 11:1-4 Teach us to pray	Love- A new Commandment John 13:34-35		
Wednesday	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult led	Wednesday Word adult led	Wednesday Word adult led	Wednesday Word -adult lead		
Thursday	Gifts- Matthew 2:1-12	Compassion- James 2:14-17	Children- Titus 3:47 Children of God	Good news- John 13:34 A new commandment	Prayer- Luke 11:8-13 God will give us what he ask for	Love- 1 Corinthians 13:4-7 Love is always patient		
Friday Class Mass (see calendar)	Gifts- Matthew 2:1-23	Compassion Matthew 14:14 Healed their sick	Children- 5 finger prayer (Prayer leaders to organise and cut out for display)	Good news- Luke 19:1-10 Zacchaeus	Prayer- Our Father and meaning	Love- 1 Corinthians I call you friends if you love another		

Spring 2	25 th Feb	3 rd March	10 th March	17 th March	24 th March	31 st March	
Monday	INSET	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	
Tuesday	Values- Respect worship	Jesus in the desert- Luke 4:1-13	Healing- Luke 17:11-19 The ten lepers (lunch time prayer in chapel)	Hunger- Exodus 16:3-17 Manna in the desert (lunch time prayer in chapel)	Eucharist- John 6: 35-40 I am the Bread of Life (lunch time prayer in chapel)	Stations of the cross (lunch time prayer in chapel)	
Wednesday	Wednesday Word adult lead	Ash Wednesday liturgy -	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult led	Stations of the cross	
Thursday	Respect- Matthew 7:12	Wednesday Word adult lead	Healing - Mark 2:1-12 The man let down through the roof	Hunger- Luke 9:11-17 The feeding of the 5, 000	Eucharist- Corinthians 1:24-27 What happened at the Last Supper	Stations of the cross	
Friday Class Mass (see calendar)	Respect- Romans 12:10	Jesus in the desert- Matthew 4:1-11	Healing – Luke 7:2-10 The servant of the Roman soldier	Hunger- CAFOD Whole School Mass (Reconciliation offered)	Eucharist- Meditation I am the Bread of Life/This is My Body	Easter reflection Owl class	

Summer 1	22 nd April	28 th April	6 th May	12 th May	19 th May		
Monday	Bank holiday	Whole school prayer and liturgy	Bank Holiday	SATs week No whole school worship	Whole school prayer and liturgy		
Tuesday	Values- Forgiveness/ reconciliation worship	Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. – Ephesians 4:31-32	Whole school prayer and liturgy	Rosary	Rosary		
Wednesday	Wednesday Word adult lead	Wednesday Word adult lead 1st Reconciliation service	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead		
Thursday	Forgiveness/ reconciliation 1 John 1:9 “If we confess our sins	Mark 16:15-20 “Go into the whole world.....	Mary John 2: 1-5 Wedding at Canaan-Mary telling Jesus what to do to help	Rosary	Rosary		
Friday Class Mass (see calendar)	Forgiveness/ reconciliation Forgive as the Lord forgave you. – Colossians 3:13	3 rd - St Phil & St James- John 14:6-14	Mary-Hail Mary Luke 1:42, “Blessed are you among women, and blessed is the fruit of your womb	Rosary	Rosary		

Summer 2	2 nd June	9 th June	16 th June	23 rd June	30 th June	7 th July	14 th July
Monday	Values- Acceptance worship	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy	Whole school prayer and liturgy
Tuesday	Acceptance Romans 15:7:	Waiting with hope and patience- John 21:3-14	Parents- Psalm 36:7	Sacred Heart- Jeremiah 29:12	Unity and harmony- Romans 12:18	Journeying in hope- Jeremiah 29:11	New journeys- Isaiah 40:31
Wednesday	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead	Wednesday Word adult lead
Thursday	Acceptance Proverbs 4:10:	Waiting with hope and patience- Acts- 1:9-11	Feast of St John Fisher and St Thomas More Luke 9:23-24	Sacred heart- John 3:16	Unity and harmony- Psalm 133:1	Journeying in hope- Luke 24:13-35	New journeys- Philippians 2:13-15
Friday Class Mass (see calendar)	Acceptance 1 John 1:9	Waiting with hope and patience- Acts 2:1-4	Psalm 36:7	30th St Peter and St Paul	Whole school mass-leavers 1st Holy Communion	11th St Benedict, patron of Europe	New journeys- I will always be with you Joshua 1:9