

PRAYER AND LITURGY

Please refer to school specific policy folder for the bespoke policy for each school

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Introduction

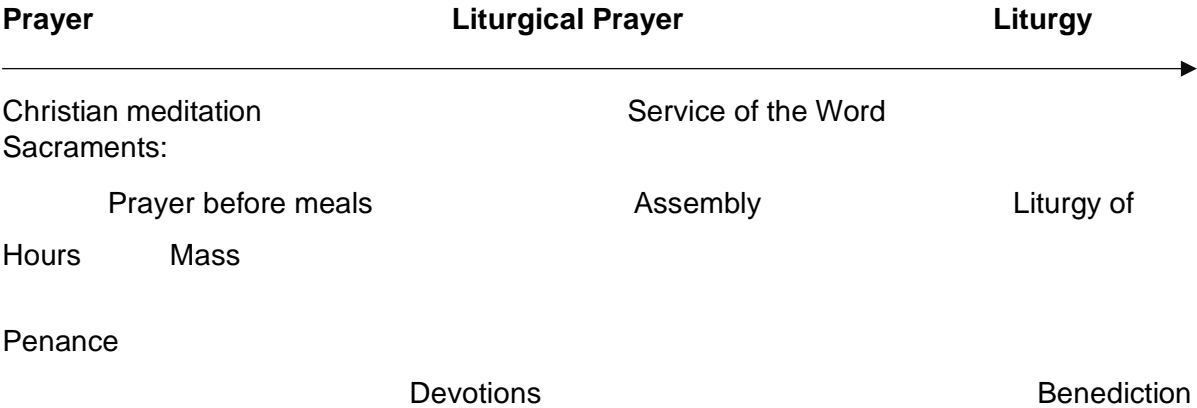
Understanding Prayer and Liturgy

(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. Michael'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

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 the RE curriculum.

The Place of Prayer and Liturgy in the Life of St. Michael's Catholic Academy

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.

¹ Christ at the Centre Rev Marcus Stock, 2005

- 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. Michael's Catholic Academy aim 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. Michael's Catholic Academy 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 is planned following a structure with reference to the Church's seasons, RE Curriculum Directory, 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.

Every morning staff briefing starts with a prayer. All staff attend briefing on a Monday and then on at least one other occasion each week. Each new academic year starts with a liturgy of commitment for all staff and each academic year ends with the celebration of staff Mass to give thanks. Staff are included and welcomed to weekly Form group Masses and at special time in the Church's year e.g. May and October, Rosary takes place for staff each morning before the start of the busy-ness of the school day. Staff always come together in prayer, or for Mass, to support each other when there is a particular event or news that affects our school community.

² Directory for Masses with Children, paragraph 9.

The Timetable of Prayer and Liturgy is as below:

Daily	Weekly	Annual/ Seasonal
Staff Prayer in briefing	Class Masses	Rosary – offered daily in May & October
Form Time prayers	Year group Assembly and Liturgical Prayer	Marian Procession – all Y7 in May - Holy Rosary Church
Quiet prayer or reflection in the chapel at lunchtimes		Holocaust Memorial Week – each January – all year groups
		Stations of the Cross – daily – all year groups throughout Lent
		Travelling Crib – all year groups throughout Advent
		Y11 Leavers' Mass – Holy Rosary Church
		End of Year Mass for Y7-10 – Holy Rosary Church
		Pilgrimage to Holy Island
		Staff Retreat
		KS3 Retreats: YMT Youth Village
		All Saints/ All Souls Day Mass
		Whole School Remembrance Service
		Christmas Liturgy & Carol concert
		CAFOD Family Fast Days
		St. Michael's Feast Day

Unless specified, these opportunities are offered to pupils and staff in all year groups and they take place in either the school assembly hall or the school chapel.

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will ensure the planning of and oversee the leadership of prayer and liturgy. The three Deputy Headteachers will also plan and lead prayer and liturgy within the school for all students and delivered through weekly year group gatherings. Prayer and liturgy is also led by members of the RE staff and the Pastoral Learning Managers at different times in the school year. All these opportunities are planned on the school calendar, where Catholic Life, is the leading section. Form tutors will lead class prayer and liturgy on a daily basis in their own classrooms. Children are taught to plan and lead prayer times according to their age.

Recording

Prayer and liturgy is recorded in the school calendar so that all staff are aware of the Catholic Life of the school. Displays in each Form Room will clearly show pupils what prayer and liturgy opportunities are coming up over each half-term.

Monitoring and Evaluation

Prayer and liturgy is monitored using prayer and liturgy monitoring form. The times when drop-ins will take place to monitor provision are on the school calendar but pupil voice is used all the time to ensure that all Form groups are receiving access to prayer opportunities. (See Appendix 2 – Morning Prayer Observation)

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

Resources

School chapel: Open at all times for staff, pupil, class use. This is also the venue for Rosary, Form Masses and other prayer events.

Sacred Spaces: Found in each Form room and all children will have access to these.

Crucifixes, candles, prayer foci: Each classroom will have a crucifix and staff are provided with other artefacts to use as a focus for prayer and liturgy when requested.

Memorial Garden & Holocaust sculpture: Open at all times for staff, pupil, class use.

Prayer media: All staff are provided with Form Prayer resources each week that can be used in Form Time and displayed on the interactive whiteboards. These resources are provided by the BHCET Trust Lead for Catholic Life.

Currently, the Curriculum Lead for RE oversees this. The new AHT for Catholic Life will be in charge of these resources when they join the school in September.

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. In this way they will be an outward sign of the school's ethos.

Retreats

There are retreats on an annual basis for all KS3 year groups. For the academic year 2023/24 these are calendared as:

Date	Retreat
Spring Term 31/01/24 – 02/02/24	Y7 & 8 at the Youth Village
Summer Term 29/04/24 – 01/05/24	Y8 & 9 at the Youth Village

It is the intention of the school to offer a KS4 pilgrimage to Rome again in October 2024.

Other opportunities

As new ideas and requests are made to enhance the prayer and liturgical life of the school, these are explored and incorporated into our prayer and liturgy opportunities.

Eucharist

All children are offered the opportunity to take part in a Form Mass each year. There is also a Y11 Leavers' Mass each year that all Y11 pupils and their families are invited to and a Y7 Mass of welcome that all Y7 pupils and their families are invited to.

³ 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

The member of staff with responsibility for the coordination of Prayer and Liturgy is Mr. Dan Macauley, the Assistant Headteacher for Catholic Life. As AHT for Catholic Life, he is the Prayer and Liturgy Coordinator who ensures that prayer and liturgy is organised, led, monitored and evaluated.

The academy does not currently have a Lay Chaplain but is still actively seeking to fill this role.

The Coordinator for Prayer and Liturgy is supported by all members of the RE team to ensure the highest quality provision for prayer and liturgy is available for all pupils in the school.

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.

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

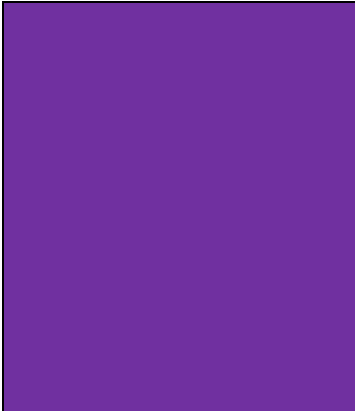
Resources

- 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

[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.]

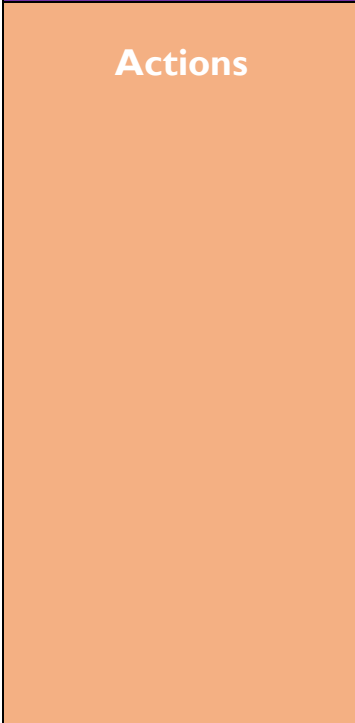
Appendix 2 – Morning Prayer observation

Teacher Name:		Class/Year group:		A	R	S	T	N
A - Always		R – Regular/ Consistent		S – Sometimes		T – Too Infrequent		N- Not at this time
GATHERING	Was preparation timely and appropriate? E.g., Prayer already displayed on the board							
	Was the sign of the cross made?							
	How did music/visual stimulus mark this out as a special time?							
	Was the purpose/theme of the act of worship made clear to pupils?							
ENGAGING	Was the content and delivery appropriate for the age range of the pupils?							
	Did the leader present a clear message?							
	Were the pupils actively engaged?							
RESPONDING:	Were there opportunities for prayer and reflection?							
	What opportunities were there for pupils to contribute their thoughts, ideas, feelings?							
SENDING OUT:	Was there a sending out phrase/organised conclusion to the act of worship?							
	Were pupils given a message to take with them?							
EVALUATION / IMPACT								
Student Voice	Pick 3 students to speak to about morning prayer.							
	1. Is prayer usually said in this way?							
	2. Can you tell me about how you have been involved in morning prayer?							
3. Does anything different ever happen in morning prayer? E.G. at different times of year?								



4. How does morning prayer impact your day?

5. Anything else you would like to tell me about morning prayer?



Actions

Strengths:

Areas for improvement:

