



**Bishop  
Hogarth**  
Catholic Education Trust

# COLLECTIVE WORSHIP POLICY

## DRAFT TEMPLATE



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### 1. Introduction

*Regular liturgical celebrations and daily prayers in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church, should be at the heart of school life. (A7.7) The celebration of Catholic liturgies and prayers as an integral part of learning and teaching should create time for the school community to become reflective, experience the presence of God and develop a mature spiritual life. (A8.7)*

**From Christ at the Centre: A Summary of Why the Church Provides Catholic Schools, Rev Marcus Stock STL MA, Director of Schools, 2005**

The Catholic School is essentially different and distinct from other institutions in both philosophy and practice. Bishop Hogarth Catholic Education Trust recognises the importance of emphasising this distinctiveness in our acts of collective worship. To this end, our acts of worship are designed to:

- Foster and develop a relationship with Jesus Christ
- promote an appreciation of prayer, worship and liturgy
- encourage the participation of pupils so as to reinforce the unique worth of each individual within our community and also;
- in line with the Liturgical Calendar, the directives and the translations of the liturgical books of the Roman Catholic Church.

In accordance with the Scheme of Delegation and the Diocesan Memorandum of Understanding each school in the Trust must provide religious education and collective worship in accordance with the teachings, rites and liturgical norms of the Catholic Church and will be subject to the authority and direction of the Bishop of Hexham and Newcastle. The key areas of the distinctive nature of Catholic education are recorded in 'Principles, Practices and Concerns' as supplemented by 'The Common Good in Education' (Bishops Conference 1996), focusing particularly on the search for excellence as an integral part of the spiritual quest within oneself and within the wider community.

### **The Right to Withdraw**

An Academy's Funding Agreement is drafted to mirror the requirements for Acts of collective worship. Each pupil must take part in a daily act of collective worship unless they have been withdrawn by their parents, or if in the sixth form they have decided to withdraw themselves.

Parents have the right to withdraw their child from collective worship and are not required to provide a reason for doing so.

Parents will be encouraged to discuss their decision with the **headteacher** following a request of withdrawal in terms of:

- The elements of worship in which the parent would object to the pupil taking part in.
- The practical implications of their withdrawal.

Alternative provision will be arranged for pupils who are withdrawn from collective worship.

- Alternative provision may involve religious worship relevant to their particular faith or denomination provided that:
- The effect of the alternative provision would not replace the denominational collective worship with that of the statutory, non-denominational worship.

Such arrangements can be made at no additional cost to the school.

The alternative provision will be consistent with the overall purposes of the school curriculum.

The Trust's Funding Agreement also states that: 'Where a Mainstream Academy is designated with a religious character in accordance with section 124B of the [School Standards and Framework Act 1998](#) or further to section 6(8) of the [Academies Act 2010](#):

b) subject to clause 28, the Company shall comply with the requirements of section 70(1) of, and Schedule 20 to, the School Standards and Framework Act 1998 as if the Academy were a foundation school with a religious character or a voluntary school, and as if references to 'the required collective worship' were references to collective worshipping accordance with the tenets and practices of the specified religion or religious denomination of the Academy.'

c) the Company shall ensure that all quality of....the Academy's collective worship...are inspected. Such inspection shall be conducted by a person chosen by the Company and the Academy shall secure that such inspection shall comply with the requirements set out in any statutory provision and regulations as if the Academy were a foundation or voluntary school which has been designated under section 69(3) of the Schools Standards and Framework Act 1998 as having a religious character.

Collective Worship in a Catholic school is, however, more than just a legal requirement. It is central to Catholic education and is an essential part of the Trust's overall provision for prayer and worship. We are proudly Catholic in both senses of the word. Everyone in our community is invited to contribute to it and gain from it, regardless of faith, level of belief and commitment.

The inspection of the Trust's arrangement for the inspection for collective worship and RE shall be through Section 48 Inspections. The report on Religious Education is produced for the Bishop of Hexham & Newcastle, who under Canon Law 804 and 806, as the Diocesan Bishop he has responsibility for the schools in the diocese, and for the Governing Body of the schools concerned. *"The formation and education in the Catholic religion provided in any school is subject to the authority of the Church....the diocesan Bishop has the right to watch over and inspect the Catholic schools situated in his territory, even those established or directed by members of Religious Institutes".* ([Canons 804, 806 Code of Canon Law](#)).

The Trust is a Eucharistic Community this means that we are a community rooted in the Catholic tradition, which gathers to celebrate Eucharist on a regular basis. The word "Eucharist" is a translation of the Greek word eucharistia, which means thanksgiving. Through sharing liturgical life and mutual support for one another, the trust is strengthened to live Christ- centred lives dedicated to spiritual growth and social commitment.

The Eucharist is "the source and summit of the Christian life." "The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole

spiritual good of the Church, namely Christ himself, our Pasch." [\*\(Catechism of the Catholic Church 1324\)\*](#)

In accordance with the [1988 Education Act](#) and the [DfE Circular 1/94](#), collective worship within the Trust provides opportunities for pupils and staff to come together as a community through daily prayer in the classroom, through participation in weekly assemblies and through other liturgical celebrations. Furthermore, through collective worship we are able to encourage pupils and staff to reinforce positive attitudes they may have within their community. We also highlight and try to change negative attitudes within our society to encourage a common ethos and shared values amongst all.

In accordance with the Trust's Scheme of Delegation responsibility for arranging Collective Worship rests with the Local Governing Committee after consultation with the Principal/Headteacher.

### **Aims**

The Trust aims to provide opportunities for pupils and staff to come together in community to worship God and to respond to the invitation from God to be in relationship with Him. Collective Worship reflects the traditions of our Church, taking into account the spiritual 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, faith communities or none.

### **We endeavour to do this by:**

- Helping to develop the faith of each individual within our community;
- Promoting the belief that our Trust is a caring community;
- Giving pupils an insight into and understanding of Gospel values;
- Developing an understanding of the responsibilities the Gospel values place upon each individual within the community;
- Developing a sense of mission;
- Encourage those who form part of the worshipping community in church;
- Help those for whom school may be their first and only experience of church;
- Include pupils from other Christian traditions, or none or from other faith backgrounds; and
- Provide an educational activity or experience to which all can contribute and from which all can gain.

Therefore, at the start of each day the staff in all of the Trust schools gather as a community and briefing begins with a prayer and a reflection to remind us all of God's presence among us.

## **2. Vision and Values of Bishop Hogarth Catholic Education Trust**

The Trust has adopted the following vision and values to guide us in our mission and to underpin all that we do:

***Our Vision:***

Our schools will be 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.

***Our Values:***

The following values underpin everything the Trust and our Schools will do:

**BEING** Just and Responsible: We seek to act justly, fairly and responsibly in all our relationships to ensure 'The Common Good' is upheld.

**PROMOTING** Spiritual and Human Development: We believe a knowledge of and a personal relationship with Christ gives meaning and purpose to our lives.

**ACHIEVING** Quality in Teaching and Learning: We believe everyone should gain dignity and self-worth through quality teaching and learning which allow all in our school community to excel.

**SHOWING** Respect for Every Person: We believe that all are created in the image of God and therefore we will respect the unique and intrinsic value of every person, promoting equality and celebrating diversity.

**CREATING** Community: We believe our schools to be faith communities where Gospel values of truth, honesty, forgiveness and reconciliation are lived and where there is special care for those most in need.

**COMMUNICATING:** We value the views and opinions of the communities whom we serve and will actively engage and respond.

**3. The Aims of Collective Worship at Bishop Hogarth Catholic Education Trust**

- To reflect upon the mystery that is God;
- To provide opportunities for students and staff to come to know Jesus Christ through prayer and action;
- To heighten pupils' awareness of questions related to the ultimate mysteries of life and to explore the beliefs and commitments made by themselves and others in response to such questions;
- To grow in liturgical understanding and development with specific reference to the Catholic tradition;
- To respond to life's challenges, celebrate life's wonders and comfort and console at times of difficulty;
- To celebrate the richness and diversity of our God given creation and the responsibilities we have for its stewardship;

- To give opportunities for silent contemplation, reflection, personal response and prayer;
- To explore, reflect on, express, affirm, or challenge commonly accepted personal and social values and individually held beliefs;
- To express our faith as a Christian community thus reinforcing the sense of belonging, the development of community spirit, the promotion of a common ethos and the reinforcement of positive attitudes;
- To provide staff and pupils with opportunities to worship God hence enabling individual spiritual moral development; and
- To offer pupils the opportunity to prepare themselves for challenges in their adult life.

**To fulfil these aims we will:**

- Ensure the Act of Worship is seen as part of the total curriculum, an integral part of the life of the school and seen to be important;
- Adopt an approach that is based on educational principles which aid the spiritual development of individuals. Therefore the form, shape and content will be educational;
- Respect the integrity of the individual, to give the opportunity to participate creatively and encourage each to make an individual response to a shared experience;
- Build up accessible resource materials for use in assemblies and the daily act of worship;
- Experiences of prayer and worship will be high quality, reflecting the liturgical seasons and feasts of the Church.
- Endeavour to provide a physical environment that is conducive to the above;
- Involve a wider combination of staff, pupils and relevant members of the community in assemblies; and
- Provide an opportunity to review Collective Worship.

**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 Role of the Coordinator for Collective Worship**

The role of the Co-ordinator for Collective Worship is detailed at **Appendix 1**.

The Collective Worship Coordinator is Mrs Val Railton

### **Organisation of Collective Worship**

The organisation of collective worship is detailed at **Appendix 2** (each school to complete).

### **Policy Monitoring and Review**

This policy is monitored by the Collective Worship Co-ordinator. It is evaluated and reviewed by the Headteacher, members of Senior Leadership Team and the Collective Worship Co-ordinator with the whole school teaching staff and Governors every two years.

### **The Role of the Coordinator for Collective Worship**

- Formulating a written policy for Collective Worship
- Ensuring that there is a development plan for Collective Worship included in the school development plan
- Ensuring that Collective Worship is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that Collective Worship 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 Worship
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to Collective Worship 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 Collective Worship and providing feedback
- Informing the headteacher of standards and developments in Collective Worship

### **Communication**

- Communicating to members of the school community the significance and content of Collective Worship
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards Collective Worship
- Informing newly appointed colleagues of school policy regarding Collective Worship
- 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 Collective Worship
- 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 Collective Worship 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.]*

## Organisation of Collective Worship

### Planning, content and celebration

Collective Worship 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.

Parish and parents are invited to participate in some celebrations.

The timetable of Collective Worship is as below.

Class Collective Worship to Parents	
September	Y6
October	Y5
November	Y4/5
December	Nativity plays
January	Y3/4
February	Y3
March	Y2
April	Easter
May	Y1/2
June	Y1/Rec
July	Reception

Collective worship for parents to attend are held monthly. Parents are also invited to Nativity plays and to the Y6 leavers liturgy.

Liturgies are also held in school to celebrate Harvest Festival, Christmas and Easter.

<b>Collective Worship in School</b>
Daily Collective Worship in classes
KS1 weekly 20 minutes school hall
KS2 weekly 20 minutes school hall
Whole school weekly 20 minutes school hall

Class collective worships are held daily and shown on the timetable for individual class.

### **Recording**

Collective Worship is recorded in a number of ways including; teacher's planning, photographs, prayer journals and class books.

### **Monitoring and Evaluation**

Collective Worship is monitored termly.

Collective Worship is monitored using Collective Worship monitoring form.

Following monitoring, training needs will be identified and outcomes used to inform SEF 48.

### **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>1</sup>

### **Developing Parish Links**

At St. Patrick's we work closely with our parish priest Canon John Cooper and Deacon Mick Wood. Children read at school masses.

Parishioners are regularly invited to attend class Collective Worship, carol services and More Than Dance performances.

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

Members of the parish St. Vincent de Paul society work with the Mini Vinnies.  
 Year 6 children take part in the Pope John Paul II Pin Award in preparation to continue this moving into Secondary School.

## **Prayer**

A variety of prayer styles will be used appropriate to the age of the children and the occasion.

All staff meetings start and end with a prayer including the staff briefing held each Monday.

A staff liturgy is held each Friday before school.

Prayers are said with the children at the start of each day, before and after lunch and at the end of the day.

The rosary is said in school each Friday.

## **Daily Worship**

**TenTen and Head of Catholic Life Resources to be used at the start of every morning to bring all classes together as the family of God.**

Weekly	Rosary Group	Conference room	voluntary
October	Harvest liturgy	School hall	whole school
November	Remembrance liturgy	School Hall	whole school
December	Christmas liturgy	School Hall	whole school
Ash Wednesday, distribution of ashes			whole school
April	Easter liturgy	School Hall	whole school
May	May procession	Church	whole school
July	Leavers liturgy	School Hall	Y6

## **Retreats / Pilgrimages**

Retreats when possible are planned for children making their first holy communion.  
 Staff retreats are planned each year e.g. to Mount Grace Priory (Stations of the Cross)

## **Feast Days / Holy Days of Obligation**

If possible, we attend mass at St. Patrick's church for holy days and St. Patrick's day

## **Sacred Spaces (Primary) / Chapel (Secondary)**

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 'May Christ be Seen in Us'.

### **Charity**

We aim to support a number of local and national charities. These include; CAFOD, The Butterwick Hospice, Little Sprouts, NSPCC, the local food bank and we participate in national fundraising events each year.

### **Holy Mass & Celebration of Sacraments**

A whole school mass is held on the first Friday of each month, subject to Canon Cooper's availability.

- **Sacramental Preparation: Supporting Parishes**

St. Patrick's church is located next to the school. Preparations for first holy communion are conducted in school and in the parish with Canon Cooper.

### **Resources**

Sacred space in each classroom containing:

Candle

Holding cross

Liturgical cloths

Cross/crucifix

Bible

Rosary beads

Pebbles

A guide to the liturgical year

Pebbles

Other resources are available in the school hall and are accessible to children for the purposes of Collective Worship. These include:

Prayer books

Stories about saints

Religious pictures

Statues

Lights

Outside the Conference room there is a statue of Our Lady of Lourdes, where the children can stop to pray at any time.

Prayer garden.



<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		



Focus	Comments
<b>Planning</b> (discussed with teacher before/after celebration). Have the children been involved in the planning? Has the worship been planned around a theme/feast	
<b>Structure</b> Can the four parts (Gather, Word, Response, Mission) be identified? How did the children gather? Was the Word appropriate and treated reverently? How did the children respond to the Word? Was there a clear Mission an evident message at the end of the liturgy?	
<b>Leadership</b> Child or adult led? Depending upon the age of the children, were they as involved as possible in leading?	
<b>Engagement</b> Were children fully engaged and participating enthusiastically? Was it a prayerful experience?	
<b>Creativity</b> How creative was the act of worship? Did it include different prayer styles/dance/music etc to enhance the experience?	
<b>Prayer Space</b> Were children able to create focal point, atmosphere for prayer, appropriate for their age?	
<b>Resources</b> Were liturgical resources used appropriately e.g. correct liturgical colours, artefacts?	
<b>ICT</b> Was ICT used to support and enhance the Act of Worship or was it a distraction?	
<b>Agreed areas for development</b>	

Coordinator\_\_\_\_\_

Class Teacher\_\_\_\_\_



## Collective Worship

W/C

Day

This Liturgy was prepared by...

## Class Liturgy

Gathering

Word

Response

Send