



St. Teresa's Catholic Primary School

PRAYER AND LITURGY



Document Management:
Date Policy Approved: 27 June 2017
Date Amended: April 2023
Next Review Date: April 2026
Version: 3
Approving Body: Board of Directors



Our Mission Statement

To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.

To achieve this we will:

strive to do the little things well like St. Teresa.

value ourselves and one another.

reach out to others.

accept and forgive.

worship together.



“Let us do the little things well today.”

St. Teresa of Lisieux

Introduction

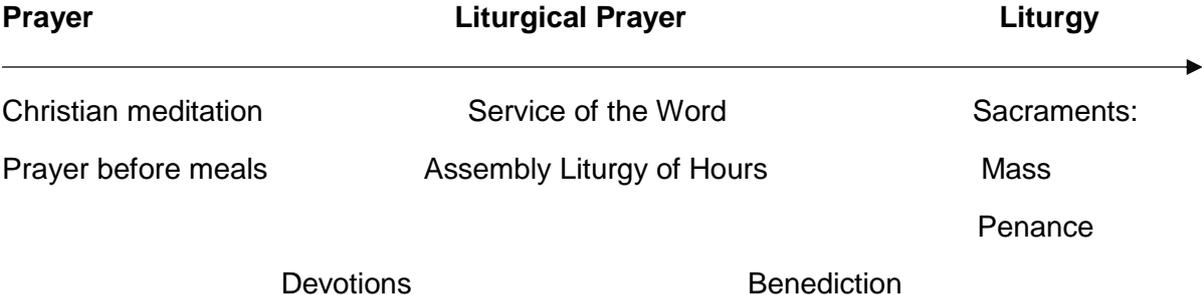
Understanding Prayer and Liturgy

(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. Teresa's Catholic Primary School 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.'

See St. Teresa's Mission Statement earlier in this document.

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 Come and See RE curriculum.

The Place of Prayer and Liturgy in the Life of St. Teresa'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;
- Those from other Christian traditions – or none;
- Those from other faith backgrounds.

¹ Christ at the Centre Rev Marcus Stock, 2005

The Aims of Prayer and Liturgy

Prayer and liturgy in St. Teresa'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. Teresa'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.² Celebrations will be appropriate to the age and groupings of the children.

² Directory for Masses with Children, paragraph 9.

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 meet for prayers on a regular basis.

The Timetable of Prayer and Liturgy is as below:

Throughout the course of a week, children will have the following opportunities where they will be active participants in and have experience of:-

Format of Collective Worship	
Key Stage One	Key Stage Two
Creative prayer opportunities focused on a different statement of our Mission statement	Key Stage Two Class led liturgical prayer delivered to the key stage on themes chosen by the children including our virtue statements.
Class Prayers – a real focus on significant prayers, traditional prayers and our school prayer	Creative prayer opportunities focused on a different statement of our Mission statement
Class liturgical prayer with the focus generally being the Gospel reading of the forthcoming Sunday	Class liturgical prayer with the focus being the Gospel reading of the forthcoming Sunday
Creative prayer opportunities focused on a 'Statement to Live By'	Creative prayer opportunities focused on a 'Statement to Live By' leading to preparing and leading own Liturgical Prayer
Whole School Liturgical Prayer – our focus is themed to Church seasons, world issues and school needs led by Head teacher/Deputy Head Teacher	Whole School Liturgical Prayer – our focus is themed to Church seasons, world issues and school needs led by Head teacher/Deputy Head Teacher

Format of Worship: EYFS
Reception Class: Class prayers, weekly liturgical prayer, creative prayer opportunities, creative prayer opportunities around statements to live by, whole school worship
Nursery: Class prayers, weekly liturgical prayer, creative prayer opportunities, whole school worship

Children also lead end of unit 'Come and See' liturgical prayers within their class.

Key stage one class liturgical prayers, where parents are invited, are held on at least a yearly basis with each class holding their own liturgical prayer. Other celebration liturgical prayers are also celebrated by the whole of key stage one collectively such as a Mother's Day Liturgical Prayer.

Class prayers: all children are expected to know traditional prayers such as the: Hail Mary, Our Father, Act of Contrition, Eternal Rest, Grace before and after meals and other age appropriate prayers. All children are expected to be taught and know our School Prayer and morning and evening prayers. The rosary is also taught to children and prayed.

Below is our yearly diary of prayer and liturgy.

Class Collective Worship Timetable and Themes Autumn 2023

Week Beginning	Gospel Wednesday Word	Mission Statement	Statement to Live By
4/9/23	23rd Sunday Ordinary Time Year A Page 118	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.	1. We are all special.
11/9/23	24 th Sunday Ordinary Time Page 120	Strive to do the little things well like St. Teresa.	2. I can say one good thing about myself.
18/9/23	25 th Sunday Ordinary Time Page 122	Value ourselves and one another.	3. I can say how I feel.
25/9/23	26 th Sunday Ordinary Time Page 124	Reach out to others. NB 1/10/23 – Saint Therese of the Little Flower NB 4/10/23 – CAFOD – Family Fast Day Harvest Festival assembly	4. I can laugh and have fun.
2/10/23 NB October is the month of the Holy Rosary – Rosary to be prayed throughout October.	27 th Sunday Ordinary Time Page 126	Accept and forgive.	5. I know what to do if I see anyone being hurt.
9/10/23	28 th Sunday Ordinary Time Page 128	Worship together.	6. I understand that rights match responsibility.
16/10/23	29 th Sunday Ordinary Time Page 130	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.	7. I try to stand up for myself and others without hurting others.
Half term 23/10/23	NB November – month of the Holy Souls – Eternal Rest to be prayed		
30/10/22	31st Sunday Ordinary Time Page 134	Strive to do the little things well like St. Teresa.	8. I try to be just and fair.
NB Wednesday 1st November	Feast of all Saints	Holy Day of Obligation	(NB 02/11/22 All Souls)
6/11/23	32 nd Sunday Ordinary Time Page 136	Value ourselves and one another.	9. I can tell you how I look after myself.
13/11/23	33 rd Sunday Ordinary Time Page 138	Reach out to others	10. I think before I make choices that affect my health.
20/11/23	Lord Jesus Christ King of the Universe (Christ the King) Page 140	Accept and forgive.	11. I can work, play, rest and prayer each day.
27/11/23	Year B 1 st Sunday of Advent Page 144	Worship together.	12. Simple things can make us happy
4/12/23	2 nd Sunday of Advent Page 146	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.	13. I try to love others as I love myself
11/12/23	3 rd Sunday of Advent (Gaudete Sunday) Page 148	Strive to do the little things well like St. Teresa.	14. I try to follow our school and classroom rules.
18/12/23	4 th Sunday of Advent Page 150	Value ourselves and one another.	15. I know I belong in a community that includes my school.
Christmas			

Class Collective Worship Timetable and Themes Spring Term 2024

Week Beginning	Gospel Wednesday Word	Mission Statement	Statement to Live By
NB 7/1/24 Sunday	The Epiphany of the Lord		
NB 8/1/24 Monday	The Baptism of the Lord		
8/1/24	2 nd Sunday Ordinary Time Page 176	Reach out to others.	16. I know we are happiest when we are united.
15/1/24	3 rd Sunday Ordinary Time Page 178	Accept and forgive.	17. I listen to what you say. I show that I am listening to you.
22/1/24	4 th Sunday Ordinary Time Page 180	Worship together.	18. I co-operate with others in work and play
29/1/24 NB 2/2/24 The Presentation of the Lord	5 th Sunday Ordinary Time Page 182	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.	19. I try to use words that make the world a better place. (Please say sorry and thank you.)
5/2/24	6 th Sunday Ordinary Time Page 184		20. I try to appreciate the beauty and wonder in the world around me.
Half Term	NB 14/2/23 - ASH WEDNESDAY		
19/2/24	2 nd Sunday of Lent Page 156	Strive to do the little things well like St. Teresa.	21. I know that it is okay for me to make mistakes.
26/2/24	3 rd Sunday of Lent Page 158	Value ourselves and one another.	22. I can learn from my mistakes and failures.
4/3/24	4 th Sunday of Lent Page 160	Reach out to others.	23. I try to keep going when things are difficult.
11/3/24	5 th Sunday of Lent Page 162	Accept and forgive	24. I know what humility means.
18/3/24	Palm Sunday of the Lord's Passion Page 46/48	Worship together.	25. I know when to ask for help and who to ask for help from.
25/3/24 (Part week)	NB Good Friday 29/4/24 Easter Sunday 31/3/24	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.	26. I can recognise comfortable and uncomfortable feelings (Part week Stations of the Cross etc)
Easter			

Class Collective Worship Timetable and Themes Summer Term 2024

Week Beginning	Gospel Wednesday Word	Mission Statement	Statement to Live By
15/4/24	4 th Sunday of Easter Page 168	Strive to do the little things well like St. Teresa.	27. I know how to help others when they are in trouble.
22/4/24	5 th Sunday of Easter Page 170	Value ourselves and one another.	28. I understand what trust means.
29/4/24	6 th Sunday of Easter Page 172	Reach out to others.	29. I forgive people when they hurt me
May 2024	NB May is the Month of Mary – Rosary, Procession		
6/5/24 NB 9/5/24 (Thursday) is Ascension of the Lord (Holy Day of Obligation) Page	7 th Sunday of Easter Page 174	Accept and forgive.	30. I try to accept forgiveness from others
13/5/24	Pentecost Page 72	Worship together.	31. I know how to show I am sorry.
20/5/24	The Most Holy Trinity Page 74	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community.	32. I understand the importance of peace.
Half term 27/5/24	The Most Holy Body and Blood of Christ		
3/6/24	10 th Sunday Ordinary Time Page 192	Strive to do the little things well like St. Teresa.	33. I know what dignity means and I show respect to others.
10/6/24	11 th Sunday Ordinary Time Page 194	Value ourselves and one another.	34. I stand up for people who are being treated unfairly.
17/6/24	12 th Sunday Ordinary Time Page 196	Reach out to others.	35. I notice that we are the same and we are different.
24/06/24	Saint Peter and Saint Paul (Holy Day of Obligation) Page 350	Accept and forgive.	36. I try to be accepting of others.
1/7/24	14 th Sunday Ordinary Time Page 200	Worship together	37. Opportunity to make own class statement
8/7/24	15 th Sunday Ordinary Time Page 202	To create confident and independent learners who have the skills and knowledge needed to be the best that they can be and who serve each other in a loving Catholic community	38. Opportunity to make own class statement
15/7/24	16 th Sunday Ordinary Time Page 204	Strive to do the little things well like St. Teresa.	39. Opportunity to make own class statement
Summer Holidays			

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy. The Deputy Head Teacher being the RE Coordinator, Prayer and Liturgy Coordinator and co Catholic Life lead also plans and leads prayer and liturgy in the school. The Head teacher leads key stage one collective worship and the deputy head teacher leads key stage two collective worship. 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 are recorded in phase Collective Worship floor books, RE Books and the Prayer and Liturgy Coordinator's folders. Copies of liturgical prayers can also be found in the shared area in the Liturgical Prayer folder. We record the parish and parents' responses and children's responses to Masses and shared Liturgical Prayers in Our 'Parents' Voice' and 'Children's Voice' books in order to measure the impact of our Mission.

Monitoring and Evaluation

Prayer and liturgy is monitored using prayer and liturgy monitoring form. Monitoring is carried out by members of St. Teresa's Senior Leadership Team. Following monitoring, training needs will be identified and outcomes used to inform SEF 48. Following monitoring, training needs will be identified and outcomes used to inform the school's CSED (Catholic Schools Evaluation Document).

Resources

Liturgy resources are stored in a Class Collective Worship box. Books, Bibles, liturgical and hymnal music resources are found in the RE cupboard alongside further resources to support Collective Worship. 'Statements to Live By' resources can be found in class folders and in the shared area.

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

Retreats

Our year six pupils attend the Youth Ministry Trust's Primary School's Festival held in June each year at the Emmaus Village in Allensford, Consett, Co. Durham. More than 3000 children from across the diocese attend the Festival over six days. The Festival is an opportunity for pupils to celebrate and be affirmed in their Faith.

Other Opportunities

At St. Teresa's we celebrate special themed events such as the Year of Mary, the Year of the Word, the Year of Joseph and the Year of the Eucharist. We also celebrate Mission weeks. During these times: children design and lead prayer stations throughout the school; take part in art activities linked to the given theme; and are given opportunities to pray creatively to further expand their knowledge and faith. At St. Teresa's Catholic Primary

³ Christ at the Centre Rev Marcus Stock, 2005

School, we celebrate also Stations of the Cross, Mary in the month of May, Services of Reconciliation and a Leavers' Mass incorporated into our end of year Mass. We encourage family prayer through Travelling Cribs and home/school prayer books.

Hymn practices are undertaken on a regular basis and liturgical dances are incorporated into Masses and themed weeks.

Our Mini Vinnies group may also choose themes for liturgical celebrations.

Eucharist

Holy Mass and Feast Days

At St. Teresa's we celebrate the Eucharist as a whole school community and in key stages as below:

Mass Timetable

Date	Format
Beginning of Autumn Term	Whole School Mass - Welcome new children and staff
Closing of Autumn Term	Whole School Mass – Advent/Christmas theme
Closing of Spring Term	Whole School Mass – Lent/Easter theme
Closing of Summer Term	Whole School Mass – Reflecting on the School Year/Leavers' Mass
Dates - variable	Feast Days and Special Services: - The Feast of All Saints Epiphany of the Lord Ash Wednesday The Feast of The Ascension of the Lord May Procession The Feast of St. Peter and St. Paul
Dates throughout the year	Class masses led by key stage two classes. Class 5, 6, 7 ,8, 9 and 10.

Developing Parish Links

St. Teresa's Catholic Primary School has regular Masses and services in St. Teresa's parish church to which all parents and parishioners are invited to attend. We hold coffee mornings and charity events after Mass to which parishioners are regularly invited into school. We hold fund-raising events to support our Parish Priest's special charity: 'Missio'. We support the catechesis role of the parish in Sacramental preparation. We support other fund raising and social activities in the parish.

Charity

St. Teresa's has a commitment to support the most vulnerable and needy in our communities both locally and globally. We hold regular fundraising initiatives throughout each school year. Suggestions for charities to support are taken from children, parents, staff and local and global needs and events. We proudly display our fundraising outcomes in the school hall for all to see. Examples of charities recently supported are: CAFOD, Missio, St. Cuthbert's Care, Macmillian Cancer Support, The Guide Dogs for the Blind Association, local foodbanks, St. Teresa's Hospice and Children in Need to name but a few. As part of our commitment to the most vulnerable and our commitment to social justice – we pray regularly for these causes and groups of people that they support.

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 name of the coordinator with a defined role and responsibility for Prayer and Liturgy is Fiona Lindsay, Deputy Head Teacher.

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

[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.]