

# St Teresa's Catholic Primary School

## Prayer and Liturgy Policy

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



## St Teresa's 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.'<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 Teresa's 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.

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

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

Prayer and liturgy in St Teresa's 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 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.

Daily prayer is integral to school life at St. Teresa's. Pupils and staff join in prayer on a morning, lunchtime, following lunch and at home time to pray.

Children are often introduced to new prayers, whether they are spoken, through song and dance, or through sign language. They are encouraged to write their own or spend time in prayerful silence talking to God.

The prayer garden is continually being developed as we work with the CAFOD Live Simply team to upskill staff and students on Catholic Social Teaching. Relevant quotes from scripture are shared at various points throughout Advent and Lent.

Staff engage in prayer whenever they meet: Professional Development days and staff meetings.

Staff prayer is held once a week and welcomes the wider school staff. It allows everyone to reflect on scripture and relate it to what is going on in school and in our lives.

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

The Timetable of Prayer and Liturgy is as below:

Monday 10am 10am	Liturgical Prayer KS2 KS1 Hymn Practice
Tuesday 10am 10:30am	Liturgical Prayer KS1 Class Led Liturgical Prayer
Wednesday 10:30am	Hymn Practice
Thursday 9:30am 10am	Mass Classroom Liturgical Prayer
Friday 9:15am 10am	Liturgical Prayer/Celebration Assembly KS2 Liturgical Prayer/Celebration Assembly KS1

### **Leading Prayer and Liturgy**

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy. Senior leadership plan for themselves and other teachers to lead liturgical prayer throughout the year. The class teacher will lead class prayer and liturgy. With the support of the RE Coordinator, faith leaders in Y6 support KS2 classes to plan and lead prayer times according to their age, these change at various points throughout the year.

### **Recording**

Prayer and liturgy is recorded in a floor book. Liturgical Prayer is planned, and a folder kept in each classroom. Staff share images on Facebook and the school website to share the practice of the school. Stay and Pray sessions are recorded in a floor book. The Catholic Life floor book has examples of a range of different prayers happening around the school. RE floor books also share example of class-led prayer and any prayer that happens as part of an RE lesson. The Bishop Hogarth Newsletter celebrates good practice from our school

## Monitoring and Evaluation

Prayer and liturgy are monitored using prayer and liturgy monitoring form. Liturgical Prayer is monitored using a liturgical prayer monitoring form. The RE Coordinator observes class based Liturgical Prayer throughout the year and provides feedback to the class and teacher.

Children evaluate liturgies that their peers have delivered. Pupil voice activities gather children's opinion on Liturgical Prayer. Parents are invited to share any thoughts within the Parental Engagement floor book.

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

Date:	Names of the children who have planned and led the session:
Class:	
Gather	
Word	
Response to the Word - Prayer/Symbolic Action	
Mission	
What the children thought... 	

## Resources

- TenTen Resources, staff have log-ins and are able to access these resources themselves.
- CAFOD Resources, staff are guided to use.
- PowerPoints for Faith Leaders are saved in Staff Shared by Mrs Ward
- Hymn PowerPoints are saved in the Staff Shared
- Resources are shared by Mrs Bruton from Bishop Hogarth Trust

## 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 reflect the liturgical season and reference Come and See topics. In this way they are an outward sign of the school's ethos.

## Retreats

Y6 Diocesan Annual retreat day

## Other opportunities

Candlemas  
May Procession

## Eucharist

Weekly Mass in school  
First Holy Communions

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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**

Caitlin Ward and Ruth Leonard

## **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.

## **Appendix 1**

### **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.]*