

Holy Cross Catholic MAC

Prayer, Liturgy and Collective Worship Policy

Responsible for Policy	Marina Kelly
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Achieving together in faith



Prayer, Liturgy and Collective Worship Policy

Introduction

The **Mission** of *Holy Cross Catholic Multi Academy Company* (the '**MAC**') is:

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God-given gifts and talents.

The main aims of the MAC are:

High aspirations for all

Outstanding education - creating an ethos of collective responsibility, through which the MAC will promote achievement and improve pupil performance

Living out Gospel values instilling a *Catholic ethos* in all our schools, with reconciliation and peace at the heart of all we do

Young people – developing our young people to be resilient and to make positive contributions to their parishes and our diverse and ever-changing communities

Community - strengthening and nurturing the Catholic life of our schools

Realising talent - developing pupils, staff and all other members of our academy for the benefit of the *Holy Cross* community and society generally

Optimising resources - realising best value by sharing assets, gaining economies of scale and making the most of what we have

Standards - maintaining the highest quality of Catholic education by ensuring accountability at all levels

Service to God - serving others in our school and local communities and in national and international communities in need.

Our schools are bound together by our motto:

Achieving together in faith

1. Rationale

Prayer and worship celebrates God’s presence in our MAC community and our lives and leads us on the way to eternal salvation.

It is about 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 with our creator, made possible through the saving work and example of Jesus Christ, the Word made flesh to enlighten all, and the gifts of the Holy Spirit, *who opens the eyes of the mind and makes it easy for all to accept and believe the truth.*¹

2. Definitions

Prayer - “Prayer is the raising of one’s heart and mind to God.”²

Prayer is the means by which we encounter God and develop a relationship with Him: it is a “vital and personal relationship with the living and true God.”³ Through words and actions, symbols and gestures our hearts and minds turn to God. Our relationship with God is both personal and communal, therefore prayer unites us as members of the Family of God and the Communion of Saints. Prayer, in the Catholic tradition, takes place at different times and indeed at any time throughout the day and is also set within the framework of the Liturgical seasons of the year. There are many forms of prayer used by the Church in order that we can each find an appropriate way in which to place ourselves before God.⁴

Liturgy

Liturgy is the worship lived and practised by the Church. Liturgy encompasses all of the seasonal elements of the Church’s year (The Liturgical Year), the structure of daily prayer (Liturgy of the Hours) specific rites such as the Funeral Mass and the celebration of the Sacraments. For schools Liturgy is worship which incorporates elements of the rites and rituals, signs and symbols of the Church.

The Liturgy of the Word is the part of Mass where we hear the word of God proclaimed and includes readings, responsorial psalms, gospel acclamations, gospel, homily, creed and bidding prayers.

Collective Worship

“Collective Worship (CW) is concerned with giving glory, honour, praise and thanks to God. It is our response to God’s invitation.”⁵

“Collective worship in schools should aim to provide the opportunity for pupils to worship God, to consider spiritual and moral issues and to explore their own beliefs; to encourage participation and response, whether through active involvement in the presentation of worship or through listening to and joining in the worship offered; and to develop community spirit, promote a common ethos and shared values, and

¹ *Dei Verbum* – the Dogmatic Constitution on Divine Revelation, Vatican II 1965

² St. John Damascene

³ CCC 2558

⁴ Notes on Prayer from the Induction pack Summer 2013 www.re-live.org

⁵ Spirit of the Season Autumn 2003 www.liturgyoffice.org.uk

reinforce positive attitudes.”⁶

Collective Worship refers not only to whole school gatherings but to those acts of worship which take place in a number of different settings and groupings of people in and around the school.

Assembly

An assembly is a gathering of people. Strictly speaking, it is not a religious activity and is a means of communicating information to a group of people.

Mass

For Catholics the Mass is central to practice of the faith. At Mass the Last Supper is remembered but also recreated. Bread and wine are transformed into the body & blood of Jesus. This belief (transubstantiation) is what distinguishes us from many other Christians.⁷ This sacrament is above all others because as members of the Church “we receive the Body of Christ and are increasingly being transformed into the Body of Christ”⁸

Eucharistic services are services held when there is no priest available. These are only meant to be held in an emergency and therefore it is not appropriate for primary schools to arrange them to take place in school in place of the celebration of Mass when there is a known absence of the parish priest.

3. Aims

MAC schools aim to help pupils to grow in their Faith in accordance with the doctrine, teachings and traditions of the Catholic Church. The MAC aims to encourage all pupils in its care to develop a personal relationship with God through prayer. Our schools are worshipping communities.

Through prayer, liturgy and including collective worship MAC schools aim to provide opportunities for all pupils and staff:

- to *contemplate* the mystery of God, based around the major Feasts of the church
- to *reflect* on spiritual and moral issues
- to *explore* personal beliefs
- to *respond* to and to celebrate life as a gift from God
- to *experience* a sense of belonging and to develop community spirit
- to *develop* a common Catholic 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, with real, active and reverent participation both in school and in their own parishes
- to *take time out* ‘to wonder at’, ‘to come to terms with’ and ‘to give worth to.’

⁶ Circular 1/94 Religious Education and Collective Worship DFE
www.gov.uk/government/publications/collective-worship-in-schools

⁷ Notes on The Mass from the Induction Pack 2013 www.re-live.org

⁸ Youcat 211

- to find *role models* among the Saints, particularly those whose sainthood emanates from their actions as young people
- to *experience* the benefits of moments of silence and silent prayer

4. Collective Worship

Prayer, liturgy and collective worship in Holy Cross Catholic MAC schools is practised in various ways including:

- Whole school liturgies and other acts of public Worship
- Stations of the Cross during Lent
- Services of reconciliation followed by individual confession.
- Remembrance assemblies.
- Year group or key stage acts of Worship
- Mass at the end of each term and on Feast Days and other occasions.
- Classroom prayers throughout the school day, including the Angelus before lunch and a class prayer at the end of the day.
- Form/class group collective worship in the Chapel or Parish Church or other suitable places
- Staff collective prayer each morning
- All staff meetings begin with prayer
- Every staff INSET day begins with Mass
- Every lesson across every subject begins with a short prayer

4.1 Holy Cross Catholic MAC Collective Worship

Throughout the year Holy Cross Catholic MAC pupils will gather together as a community of faith to pray together at least termly. These include celebration of our Feast Day on 14 September, key events in the liturgical calendar including Advent and Lent and other key times in the academic year e.g. communicants and confirmandi Mass and end of Key Stage.

4.2 Daily worship in school

- The community of Bishop Ullathorne will pray four times a day. Pray in the morning will take place in assembly or in tutor time and will be led by staff and students.
- Grace before meals is prayed in class before each breaktime. We end our day with a prayer at the end of period 5.
- Staff Prayer: A short time for staff to pray together led by SLT takes place on a Monday, Wednesday and Friday. All meetings in school begin with a moment of prayer for staff.

4.3 Weekly worship in schools

- Voluntary Mass takes place in the chapel on a Tuesday Week A and Wednesday Week B at second break.
- Chaplaincy reps book their tutor groups into the chapel for morning acts of worship which change each half term.
- Each year group will have an assembly time one morning each week.
- The Lay Chaplain produces a Weekly Worship for all tutor groups which is a focus on the Gospel from Sunday and a reflection of its meaning

4.4 Any additional opportunities for Collective Worship

- Reward Assemblies take place each term and allow for the Ullathorne Way to be celebrated and the students' achievements with a focus on their gifts and talents
- Student's will also gather and pray together at other significant times in the liturgical year including praying the Rosary during the month of May with their tutor group in the chapel
- celebration of patronal feast days and Holy Days of Obligation when students will have the opportunity to attend Mass in school when they fall on a weekday.
- Adoration of the Blessed Sacrament: Periods of quiet prayer, praise, thanksgiving and intercession before Jesus in the Blessed Sacrament are encouraged. This takes place on retreat days and in tutor time prayer in the chapel
- Sacrament of Reconciliation: Provision is made for the students to receive the Sacrament of Reconciliation in school during the Seasons of Advent and Lent.
- Carol Service: Every year we hold a liturgical celebration of scripture readings, reflections and carols in preparation for the season of Christmas.
- Whole school Advent/Lent services: The student liturgy planning group plan, prepare and deliver the Advent and Lent Services for the whole school.
- Tutor group Assemblies: Each tutor groups will plan and prepare an assembly for their year group on a chosen theme. There is always prayer at the centre of this.
- Parish Masses: Opportunities for children and families to come and celebrate Mass at the weekend with the link parishes for Bishop Ullathorne School.
- Holy Days of Obligation: All Saints (1 November), Ss. Peter & Paul (29 June). In addition, the Solemnities of the Epiphany, the Ascension and Corpus Christi, transferred to the nearest Sunday, should be marked in school with the celebration of Mass.
- Patronal Feast Days: For the Diocese The Feast of the Immaculate Conception (8 Dec), St. Chad (2 March), school, parish and MAC if applicable. Bishop Ullathorne Feast Day 21 March
- Retreats: Each year group will have an inhouse retreat throughout the academic year. Opportunities for visiting retreat centres are also offered
- Staff Retreats: An opportunity for staff to reflect upon their vocation and the mission of the school.
- Whole School Mission: A once-in-a-school-generation experience.

5. Leading Worship

Any member of the teaching staff in a school may be asked to take part in, or to plan and/or lead collective worship. Pupils are to be taught and encouraged to plan and lead collective worship appropriate to their age. Guidance for all staff on leading worship in school can be found in our School Code of Conduct.

6. Planning and Content of Worship

Collective worship is planned to follow the structure of the liturgical seasons of the Church's year, the Rites of the Church where appropriate, the RE programme, feast days and other significant dates (e.g. School Patron Saint's Feast day). Pupils are taught that collective worship and liturgy are the foundation of our faith, and its purposes is our sanctification – that "in Christ the perfect achievement of our reconciliation came forth and the fullness of divine worship was given to us".¹ A variety of prayer and liturgy styles are used which are appropriate to the age, stage of development and the occasion. Parents and parishioners are invited to participate in some celebrations e.g. stay and pray, class masses. Bishop Ullathorne School Invites parents to Leavers Masses, welcome masses and Parish masses.

7. Prayer

Helping pupils to pray is a fostering of a relationship with God. We support pupils on their journey in faith. Pupils are given experience of personal prayer by being encouraged to speak in their own way to God, and of communal prayer by being introduced gradually to formal words for prayer at the appropriate level.

Pupils will experience prayer and liturgy in many different ways through lessons, Tutor time, assemblies, extra-Curricular activities, bible club and Collective acts of worship.

We celebrate our relationship with God throughout the school day, therefore prayer and "sacred silence" are not confined to acts of collective worship. Throughout the RE programme and time with the class teacher, prayer builds upon the pupils' natural spontaneous expressions of joy, wonder, awe, concern, thanks, sorrow, sadness, anger, fear and disappointment, evoked through their growing awareness of themselves, others and the world around them. We are conscious of children's need for expression through speech, song, movement, art, writing and silence. We are aware of the importance of giving the pupils a focus for prayer in each classroom and whenever acts of worship are held.

Holy Cross Catholic MAC Schools have identified opportunities across the whole curriculum for pupils to reflect on their learning through prayer and make links with their faith whenever possible e.g. slave trade link in prayer to St Josephine Begita and these will be identified through curriculum plans.

8. Staff Prayer

Staff pray together at meetings and briefings and Governors and Directors pray together at their meetings, thus, offering the whole enterprise into the hands of God. It is an expectation in our schools that teaching and classroom support staff are present at and participate in acts of collective worship to ensure that they are fully part of the school worship community and can actively support students in their prayer and faith journeys.

A planned series of staff INSETs happen termly to develop staff in:

¹ *Sacrosanctum Concilium* - The Constitution on the Sacred Liturgy, Vatican II 1963

- their understanding of their role as a member of staff working in a Catholic School
- purpose of prayer and collective worship
- the liturgies of the Church,
- staff as role models and expectations -
- opportunities for staff to grow and develop in their own faith formation
- induction for all new staff including training about prayer and liturgy.

9. Parents and Parish

The Role of Parents

The Catholic ethos of our schools is rooted in the values of a Christ-centred life. To ensure we live out these beliefs we support children in developing an understanding of their role as Catholics within a wider faith community.

At the baptism of their children, parents are prayed for as ‘the first teachers of their children in the ways of faith’ that they might be ‘the best of teachers’. Parents are recognised as the primary educators of their children and they have a key role in creating a family atmosphere founded on love and respect for God and their neighbour, in which the well-rounded personal and social education of children is fostered.

The family is the first school of the social virtues and parents have a responsibility to encourage children in the development of their catholic faith. Parents are expected to set a good example and support their children in their faith development by:

- providing opportunities to pray together as a family and experience their faith in their family setting and personal relationships
- teaching their children about their faith informally at home and, more formally, through their school and church setting
- ensuring that children understand how to express their faith through prayer, devotions and participation in the sacraments
- *supporting the school’s preparation of their children for the sacraments of Holy Communion and Confirmation*
- ensuring that their children understand how to apply what they have experienced and learnt about their faith to how they live their daily lives.

Working with our Parish Priests/School Chaplains

Bishop Ullathorne school works very closely with a Chaplain Fr Simon Baker who is supported by Fr Peter Connolly. The school will meet on a regular basis with them to plan and prepare for our collective worship events

Links with the Parish Community

The school visit on a regular basis all of our link parishes for morning mass with some of our students. There are planned Parish masses which will take place throughout the school year, student will take an active lead on the liturgy.

Our parishes are invited to our annual Christmas party which is well attended by the parishes.

10. Legal Requirements

Collective worship is a legal daily requirement which is distinct from curriculum time. For Catholic schools this requirement is made explicit within the Trust Deed of the

Archdiocese of Birmingham which states:

“Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.

Our schools have a very strong tradition of being fully inclusive, having respect for the faith and beliefs of all in our schools.

Collective worship and assembly are distinct activities. 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 Collective Worship and its facilitation lies with the Headteacher and this will be delegated to the appropriate staff in school, which may include: the Person in Charge of Catholic Life/Religious Education lead; the School Chaplain; Heads of Year/Key Stage leads and site support teams.

11. All parents/carers have a right to withdraw their children from collective worship

It should be noted that it is difficult to manage withdrawal from collective worship in totality in our schools as collective worship can take place at any time during the school day and can be either a single act of worship for all children, or separate acts of worship in school groups or individuals. It should also be noted that prayer will not be confined to acts of collective worship. Our preference for dealing with withdrawal is to encourage presence, without participation, during collective worship.

Whilst we respect parental wishes, we would also encourage discussions of any individual concerns regarding collective worship to avoid any student feeling excluded. Parents should make an appointment to talk with the headteacher if they wish to withdraw their child/children from collective worship. Pupils over the age of 16 have the right to withdraw themselves from collective worship.

12. Collective Worship and Assemblies

The format for Collective Worship and Assemblies for our schools will consist of the following stages and will always begin and end with the **Sign of the Cross**

Gather – how we come together, the setting, the environment (quiet reflective music, lighted candles, icons etc.)

- **Proclaim** – every liturgy will centre around at least one text from the Bible, with the reading of the day being the first source. The Word of God will be proclaimed from a bible.
- **Respond** – The response to the Word may lead into a time of ritual action or communal prayer. The ritual action may vary (dance, music, drama, art, poetry etc.) We place our needs before God (intercessory prayers)

- **Go Forth** – Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives.

13. Inclusion and Equal Opportunities

- Prayer and liturgy are accessible to everyone at Bishop Ullathorne and inclusive to all. Students of different faith traditions are supported to pray in fidelity to their own commitments.
- Staff are supported through regular CPD in prayer and liturgy and can receive further support from the lay chaplain head of RE or PICCL.
- Students are encouraged to plan and lead prayer in form rooms, prayers in the chapel and during assemblies.
- SEND students who need 1:1 support are given this during Acts of Worship where possible

14. Health and Safety

All schools have completed risk assessments for visits to their church and for acts of collective worship, supported by the MAC Health and Safety Advisor.

15. Policy Monitoring and Review

This policy will be shared with staff and Governors and Directors will ensure that it is reviewed at least every three years.

All MAC Local Governing Bodies have a Lead Governor with responsibility for Catholic Life and the MAC Board have a Catholic Life and Welfare Committee with a Director responsible for Catholic Life.

In addition:

- Each school has a Lead Governor for Catholic Life who in collaboration with the Headteacher and Religious Education Lead/Person in Charge of Catholic Life (PICCL) will take responsibility for monitoring the Prayer, Liturgy and Collective Worship policy and its implementation within the school
- Each school has a quality assurance monitoring calendar which will include the monitoring of Catholic Life
- A Committee of the MAC Board of Directors takes responsibility for monitoring the delivery of this policy.

Reference/Guidance

- Handbook for Leaders of Prayer and Collective Worship
- Guidance for Developing the Provision of Liturgy and Collective Worship in Catholic Schools in the Archdiocese of Birmingham
- Overview of School and Parish Prayer
- Learning and Celebrating through the Year

Appendix 1 Information on Prayer

Why is prayer necessary?

Prayer is the foundation of Christian Life. Prayer is communication or communion with God. Through prayer we are drawn deeper into the life of the Father, the Son and the Holy Spirit. Jesus himself taught us the need for prayer. In Gethsemane as He prepared Himself for the climax of His life, Jesus received the strength He needed in prayer to His Father, "Abba (Father)! Everything is possible for you. Take this cup away from me. But let it be as you, not I, would have it."² At moments of His public ministry when those in need were pressing around Him, Jesus went off to a lonely place and prayed there.

What is Prayer? We can pray anywhere and at any time. The first step is to place ourselves, as we are, in the presence of God. The second step in prayer is to speak to the Lord, giving him praise and adoration, thanking him for the many gifts he has given to us and asking him for our needs. A third step is to be silent so that the Lord himself can guide the direction of our hearts.

How do we Pray? The best prayers come from the heart and may be improvised in our own words, times of meditation, may be taken from books of prayer or the psalms, or may be the prayers we have learned by heart. Our children should have the opportunity to find out about and respond in a variety of ways to Jesus' example and teaching with regard to prayer. They should be encouraged to explore the different forms of prayer, and to be helped to grow in appreciation of the importance of prayer in sustaining a living relationship with God. Children's experience of prayer and worship in school, which for some of our children will be the only prayer experiences they will receive, will have a deep impact on their spiritual development as Christians, and a love of their Catholic heritage which they can take into their adult life. Their love of prayer and worship must be continually developed and fostered.

In prayer we become aware of God's presence with us and his love for us. We listen to him in order to discover his will for us and express to him our gratitude, praise, love and adoration.

We can foster the children's life of prayer by helping them become aware of God's presence in their lives and his love for them, and by leading them to respond to him in a manner appropriate to their age.

Children learn to pray chiefly by sharing in the faith and prayer of adult Christians, especially parents, priests and teachers, therefore we believe that we should go beyond simply teaching them prayers; we should pray *with* them in their presence.

We should encourage them to pray by themselves, especially in the morning and at night. There are many ways of helping the children meet God Our Father in prayer, some of which are:

Prayers of Silence: To help pupils to participate in prayerful silence and meditation, we can use various ways of focussing their minds on prayer. We can ask them to

² The Gospel of St Mark, Chapter 14.

concentrate on an object, a picture, a lighted candle, some quiet background music, a religious symbol or by giving them guidance about what to think: "Let's think about..."

Spontaneous Prayer: Once we have begun, it is often difficult to stop children from praying spontaneously. They may not be able to express their thoughts accurately at first, and they may initially be shy or embarrassed. Many of their prayers may be prayers of petition for a sick parent, grandparent or friend. We should try to encourage them to pray not only for what they want, but also to pray that things will turn out as God knows best. We also encourage the children to express thanksgiving, love and praise to God the Father in their spontaneous prayer.

Praying through gesture or action: We encourage children to make even the simplest gestures thoughtfully so that the gesture or action is a prayer in itself. Gestures that the children will be taught as they move through the school will include making the Sign of the Cross, joining their hands, offering the sign of peace, bowing their heads at the name of Jesus, genuflection, hand gestures, processions etc.

Formal/Traditional Prayers: "Where two or three are gathered together in my name there am I in the midst of them".³ As the children move through school they will be taught and introduced to the commonly used prayers and Rites of the Church so that they are able to join in and participate in parish celebrations of Holy Mass, the Daily Prayer of the Church (the Office) and other devotions. The introduction of many of the responses of the Holy Mass are incorporated into their classroom and assembly prayer and worship celebrations. Our aim is to help the children to develop a reverence and a positive attitude to praying.

Praying through Music and Song: Listening to reflective music can create an atmosphere conducive to prayer and reflection. The singing of hymns and psalms can be both reflective and joyful. "Address...one another in psalms and hymns and spiritual songs, singing and making melody to the Lord with all your heart."⁴ "He who sings prays twice."⁵

In our schools, appropriate reflective music and singing are both used to facilitate prayer and as integral parts of acts of collective worship.

As a rough guide, an act of collective worship with children (other than a Rite of the Church) should in the early years last about one minute for each year of the child's life – e.g. 5 minutes for Reception/Year 1 children.

Appendix 2

³ Gospel of St Matthew, Chapter 18

⁴ St Paul's Letter to the Ephesians, Chapter 5

⁵ St Augustine of Hippo

Planning – Whole School

Overview of School and Parish Prayer

These are suggestions which you can adapt and modify as required. Review every 3 years.

	September	October	November	December	January	February	March	April	May	June	July		
Parish & School Intentions to be used in Mass and Community Prayer													
This Year the Parish Day of Prayer is													
Cycle of Prayer	Ordinary Time: Autumn The Harvest, the Fruits of Human Work, and the Reverent Use of Creation Students and Teachers (2nd Sun Sept) The Spread of the Gospel (Jerusalem Sun Oct) Justice and Peace in the World (esp. Harvest Fast Day 1st Fri Oct) All Victims of War (esp. Remembrance Sunday 2nd Nov) Prisoners and their Families (esp. Prison Week 2nd week in Oct) Young People (esp. Youth Day on Christ the King)			Advent/Christmas Openness to the Word of God (esp. on Bible Sunday 2nd Sun in Advent) Migrants and Refugees (3 Dec) Expectant Mothers (4th Sun in Advent)		Ordinary Time: Winter Peace on Earth (Day of Prayer for Peace 2nd Sun Ordinary Time) Christian Unity (esp. Octave of Prayer to 25 Jan) Victims of Human Trafficking (esp. St. Josephine Bakhita 8 Feb) The Sick and Those Who Care for Them (World Day of Prayer for the Sick 11 Feb) The Unemployed (esp. Sunday before 1st Sun of Lent)		Lent Candidates for the Sacraments (esp. during Lent) The Needy and Hungry of the World (esp. Lent Fast Day 1st Fri in Lent) Women's World Day of Prayer (1st Fri Mar) Penitents and Wanderers		Easter New Members of the Church Vocations (esp. World Day of Prayer for Vocations 4th Sun of Easter) Human Work (esp. on St. Joseph the Worker 1 May) The Right Use of the Media (esp. World Communications Day 1st Sun of Easter) The Church (esp. Pentecost)		Ordinary Time: Summer A Deeper Understanding between Christian and Jews Those who Suffer Persecution, Oppression and Denial of Human Rights (esp. on St. John Fisher & St. Thomas More 22 June) Europe (esp. on Parasos of Europe: St. Benedict 11 July, St. Bridget of Sweden 23 July, St. Cyril & St. Methodius 14 Feb, St. Catherine of Siena 29 April) Sufferers (esp. Sun Sunday 2nd Sun in July) Human Life (esp. on day for Life last Sun in July)	
Whole School and Year Group Experiences and Opportunities for Prayer													
Whole school	New beginnings: - Giving thanks for the Harvest - CAFOD Fast Day - The Birthday of Our Lady (8th Sept) - Education Sunday - Prayers for Education - Saints of Education		October: - The month of the Holy Rosary - Missionary Rosary - Living Rosary	November: - The Feast of All Saints - The month of the Holy Souls including Remembrance Sunday	Advent: a time of preparation: - Reconciliation Services - Diocesan Feast: The Immaculate Conception - Journey of the Magi round the school (or the star)	Christmas: a time of praise and thanksgiving: - Placing of Jesus in the Crib - Blessing of the cribs - Epiphany - Blessing of the classrooms	New Year - Don Bosco Prayers for the sick - Our Lady of Lourdes	Lent: a time of prayer, fasting and almsgiving: - burying the alleluia - CAFOD Fast Day - Stations of the Cross - Reconciliation Services - Diocesan Feast: St Chad - Veneration of the Cross	Easter: a joyful time of praise and giving thanks: - Raising the Alleluia - Renewal of Baptismal Promises - Paschal Candle, Adoration of the Eucharist	May: The month of devotion to Our Lady: - May Altar - May Procession - Litany of Our Lady - The Angelus - The Memorare - Hail Holy Queen	June: The month of the Sacred Heart: - Litany to the Sacred Heart - Pentecost - Prayer to the Holy Spirit - Corpus Christi Procession - Benediction - St. Peter & Paul July: The month of the Precious Blood Moving on/travel		
Foundation	- The Sign of the Cross - Prayers before and after Meals - Our Father - lighting a candle at prayer time - Prayers giving thanks and praise to God for creation and their gifts		- Hail Mary - using the Bible in prayer time	- Class Saint - Taking part in prayer liturgy naming those who have died	- Hail Mary - Focus on 4 candles on 4 Advent Wreath and lighting the candle(s) at prayer time - using the colour purple	- Prayers around the crib - Prayers to the Holy Family for those who take care of them	- Naming and praying for those people they know who are sick	- Lord have mercy (said and sung) - using the colour purple	- Alleluia - using the colours white and gold - Easter Garden	May Altar	- Happy Birthday to the Church - using the colour red		
I	- Glory Be - simple Psalm responses of praise - Mary's Birthday		- Prayer to the Guardian Angel - prayers for celebrations	- Class Saint - Litany of the Saints	Hail Mary - 1st part for reflection - Focus on Gaudete/ Rejoice Sunday	Hail Mary - 2nd part for reflection Holy, Holy	- Prayers for the school community - Prayers for each class	- Lord have mercy (said and sung) Sign of Peace Act of Faith, Hope & Love	- Prayers around the Paschal Candle - Hymns using 'Hosanna'	- Prayers for the poor and needy	- Happy Birthday to the Church - prayers for the parish priest		

Whole School Planning – Learning and Celebrating through the Year These have now been modified. There are four areas: Our Lord Jesus Christ, Our Lady, National & Diocesan and Local. They indicate how certain key days within the year are being planned for: through RE lessons (not from the Strategy), through assemblies or through the celebration of Mass. It will enable you to ensure that key commemorations or celebrations have not been overlooked and that appropriate coverage is being given. You will also be able to ensure that particular year groups/phases focus upon different parts of the year which tie in more closely with their particular units of work. Review every 3 years.

Learning and Celebrating through the Year – Our Lady
 LC = learn and celebrate through Collective Worship M = Celebration of Mass

L = lesson

Days marked * are moveable

	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
MARIAN								
Feast of the Nativity of the Blessed Virgin Mary 8 Sept								
Memorial of Our Lady of Sorrows 15 Sept								
Memorial of Our Lady of Walsingham 24 Sept								
OCTOBER – The month of the Holy Rosary								
Memorial of Our Lady of the Rosary 7 Oct								
Solemnity of the Immaculate Conception 8 Dec								
Memorial of St. Juan Diego Guadalupe 9 Dec								
Memorial of Our Lady of Guadalupe 12 Dec								
Memorial of Our Lady of Lourdes 11 Feb								
Solemnity of The Annunciation of the Lord 25 March								
MAY – The month of Mary								
Memorial of Our Lady of Fatima 13 May								
Feast of the Visitation 31 May								
Memorial of Our Lady of Mount Carmel 16 July								
Memorial of St. Joachim and Anne 26 July								
Solemnity of the Assumption of the Blessed Virgin Mary 15 August								

Planning - Whole School, Key Stage, Phase and Class Liturgy Planner

Framework to assist with planning liturgy.

Liturgy Planner

Date: <i>When and at what time is the prayer service?</i>	
Liturgical Season/Feast <i>Which Season of the Church's year is it taking place in? Is there a special feast or memorial? Is there a particular theme?</i>	
Key Stage/Year Groups <i>Who will be present? Which children and which adults?</i>	
Place <i>Where is the Prayer Service taking place?</i>	

Preparation & Organisation <i>Planning in advance and getting the Holy space ready for prayer</i>		Resources <i>What needs to be prepared? Which ministries are needed? Who will be doing what?</i>
Gather <i>Bringing everyone into the Holy space</i>		
Listen to the Word of God <i>How will God's Word be proclaimed?</i>		
Respond <i>How will we respond? What sort of prayer, action or song will we use?</i>		
Go Forth <i>What message can we give to people to think about and to act upon for the rest of the day?</i>		

Mass Planners

There are two Mass planner templates: one for Weekdays and one for Sundays and other Holy Days of Obligation.

Mass Planner for Sundays and other Holy Days of Obligation

Mass to be celebrated on _____ during the Season of Ordinary Time/Advent/ Christmas/ Lent/Easter. Feast of (see Ordo)

Attended by Whole School/Upper KS2/Lower KS2/KS1/Foundation

Check List	Details	Ministers
INTRODUCTORY RITE		
Entrance Procession:		
Who (Father, Deacon, altar servers, readers)		
What (e.g. Book of Gospels, Processional Cross, workbooks etc)		
Music/hymn		
Lord have Mercy said or sung		
Gloria (Not used during Lent)		
LITURGY OF THE WORD		
First Reading (From OT except during Easter Season when Acts is used)		
Psalm		
Second Reading		
Gospel Acclamation said or sung (No Alleluia during Lent)		
Gospel		
Creed		
Prayers of the Faithful (For the Global Church, for the world, for those in need, for the local community)		
LITURGY OF THE EUCHARIST		
Offertory Procession (only the bread and wine, gifts for the poor)		
Hymn/music		
Holy, holy said or sung		
Memorial Acclamation said or sung		
Great Amen said or sung		
COMMUNION RITE		
Our Father		
Lamb of God said or sung		
Communion		
Eucharistic Ministers		
Hymn/music		
CONCLUDING RITE		
Procession		
Recessional Hymn/music		

Mass Planner for Days of the Week

Mass to be celebrated on _____ during the Season of Ordinary Time/Advent/
Christmas/ Lent/Easter. Feast of (see Ordo)
Attended by Whole School/Upper KS2/Lower KS2/KS1/Foundation

Check List	Details	Ministers
INTRODUCTORY RITE		
Entrance Procession:		
Who (Father, Deacon, altar servers, readers)		
What (e.g. Book of Gospels, Processional Cross, workbooks etc)		
Music/hymn		
Lord have Mercy said or sung		
LITURGY OF THE WORD		
First Reading (From OT except during Easter Season when Acts is used)		
Psalm		
Gospel Acclamation said or sung (No Alleluia during Lent)		
Gospel		
Prayers of the Faithful (For the Global Church, for the world, for those in need, for the local community)		
LITURGY OF THE EUCHARIST		
Offertory Procession (only the bread and wine, gifts for the poor)		
Hymn/music		
Holy, holy said or sung		
Memorial Acclamation said or sung		
Great Amen said or sung		
COMMUNION RITE		
Our Father		
Lamb of God said or sung		
Communion		
Eucharistic Ministers		
Hymn/music		
CONCLUDING RITE		
Procession		
Recessional Hymn/music		

Planning – Class Based Weekly Prayer

Short Term planning Sheet

An RE planning template for class teachers to use on a weekly basis. The prayer element should either link in directly with the teaching and learning or be related to the Liturgical Year, traditional prayers including those of the Mass.

You can also use the planning sheets to monitor whether children are being given opportunities to learn about prayer and to write their own prayers. A book trawl will also generate evidence of children learning about prayer and writing their own.

Learning and Growing as the People of God: 5-7 Short-term Planning			Unit	
Class/Year:		WB:	Start date:	Finish Date
AT1: Knowledge and Understanding – 'learning about'			AT2: Engagement and Response – 'learning from'	
Developing Knowledge & Understanding KU 1 KU 2 KU 3 KU 4 KU 5 KU 6 KU 7 KU 8 KU 9 KU 10 KU 11 KU 12		Religious and Specialist Vocabulary KU 13	Meaning & Purpose ER 1 ER 2	Beliefs & values ER 3 ER 4
Learning Outcome	Teaching Strategies	Additional details including groupings, differentiation and Key Questions	Resources	Vocabulary
				<div>Prayer in the classroom</div>
Opportunities for SMVSC/Virtues			Assessment/ Evaluation /Notes for future planning	

Monitoring & Evaluation - Monitoring Schedule

Use this to identify when different monitoring activities are taking place. Some of these activities will not necessarily be carried out annually and you may wish to plan your schedule over a two-year period of time. Remember that these tasks could be carried out by a number of different people including Collective Worship Leader, SLT, Governors, children who are part of Liturgy teams.

It is important that you summarise any actions arising so that you have evidence of the whole self-evaluation cycle. Some, but not all, of your actions arising will form part of your action plan/SIP/SDP. You may wish to insert a column on the template for date of completed actions.

Diocesan Education Service Overview of Monitoring: Prayer			
Focus	When?	Who?	Action Points Arising
Collective Worship			
Classroom Prayer			
Key Stage/Phase Liturgy or Assembly			
Whole School Liturgy or Assemblies			
Prayer Areas			
Traditional Prayers			
Preparation for Mass			
Staff Prayer			

Monitoring Planning

You will need to check that planning documents are available and current. This will include the templates p8-12 or equivalent documents.

You will also need to check class timetables, rotas and calendars as sources for evidence. You will also need to keep observational records of a range of Prayer & Collective Worship activities.


It is also useful to monitor prayer by regular walk rounds/drop-ins at key times. This may be more easily carried out by SLT. Pupil interviews will also provide information about Prayer & Collective Worship.

Prayers which should be known by heart – Teach Us to Pray

From time to time it is useful to ask children to write out key prayers in order to determine exactly what they are saying when they pray.

[illegible]

Collect Worship Planning

Date of Collective Worship: Theme: Leaders:		
Gather Who: Where:		
Listen Scripture:		
Action What will we do: What we need:		
Mission Message: Final prayer		
Things to remember: Printing Equipment PowerPoint		

Observing Collective Worship

The template for monitoring Collective Worship can be used for a variety of settings: Whole school, Key Stage, Phase and Class based Collective Worship.

Diocesan Education Service

Observing Acts of Collective Worship

Date:	Start Time: Finish Time:	Observer:	Theme:	
Location:	Class Key Stage	Phase Whole School	Prepared by	Led by

Preparation

There is recorded evidence of planning? Yes/No

There is evidence of children's involvement in elements of the planning? Yes/No

There is a prominent focal point for prayer? Yes/No

The focal point relates to the Liturgical Season and/or theme? Yes/No

The environment creates a space which is conducive to prayer? Yes/No

GATHER

The children enter in a reverent manner? Yes/No

The Act of Collective Worship starts on time? Yes/No

Appropriate words, rituals and gestures are used to welcome and start? Yes/No

LISTEN & RESPOND

Prominence is given to the Word? Yes/No

The resources are age appropriate? Yes/No

The delivery has variety and engages and sustains the children throughout? Yes/No

Media, props and artefacts are used appropriately and effectively? Yes/No

The children were able to respond in a variety of ways? Yes/No

There were opportunities for SMVSC development? Yes/No

Worship is the main focus? Yes/No

The children were able to practise, develop, and/or learn new forms of prayer? Yes/No

Staff are engaged and act as role models? Yes/No

Children were involved in leading elements? Yes/No

GO FORTH

The children knew and understood the message? Yes/No

The children leave in an appropriate manner? Yes/No

WWW	EBI
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Monitoring Prayer Areas/ Sacred Spaces

This template can be used by the Collective Worship Leader, SMT, Governors and children who are part of Liturgy teams. It can also be used by class teachers for selfreview. The photographs can not only be incorporated into your Catholic life folder but kept as a source for inspiration and ideas.

Diocesan Education Service

Monitoring of Prayer Areas

Location of Sacred Space:

Date of monitoring:

Carried out by:

Prepared by: teacher/TA/children

Insert photo here

The prayer area is prominently placed within the room? Yes/No

The area is clean, dignified and well presented? Yes/No

The area reflects the current Liturgical Season and/or the current RE unit? Yes/No

An appropriate selection of religious objects are displayed? Yes/No

Other visual stimuli are being used to enhance the area? Yes/No

An age appropriate Bible/bible story is displayed? Yes/No

Appropriate prayers are displayed Yes/No

The prayer area is used regularly by adults and children? Yes/No

Comments/Areas for Development

Monitoring Mass Preparation

This template is a means by which you can monitor the quality of the preparation in school for Mass from time to time. If Mass takes place within school, you may wish to adapt the template to include that the set-up of the hall and altar have been done correctly.

The post Mass monitoring is looking at what was done well or could be improved on in terms of the school's involvement. Its purpose is not to evaluate things beyond the school's remit.

Monitoring Mass Preparation

Date of Mass:	Season of	Ordo:
Attended by:		Prepared by:
Before Mass		
Are the readings correct for the Mass of that day?		Yes/No
Have the readers been prepared?		Yes/No
Have appropriate sung responses been selected?		Yes/No
Have appropriate hymns and/or music been selected?		Yes/No
Have the sung responses and hymns been practised?		Yes/No
Have suitable Prayers of the Faithful been written?		Yes/No
Have appropriate visual aids been prepared?		Yes/No
Have children been involved in the preparation for Mass and in good time?		Yes/No
Are there opportunities for children to be involved in different ministries?		Yes/No
Are there opportunities for staff to be involved in different ministries?		Yes/No
Post Mass (in relation to the preparation in school)		
WWW		
EBI		

Monitoring Pupil Response

Pupil Interviews on Prayer

Date of interview	Carried out by	Pupil name and year group
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Prayer in General

1a	Can you tell me about a really good prayer time/liturgy/assembly you had recently?	
1b	What made it so good?	
1c	What do you remember thinking about and/or feeling at that time?	
2a	What ways of praying do you know?	
2b	Which do you like the most?	
2c	Why?	
3	What helps you to pray?	
4	Is there anything about prayer time you don't like/find difficult?	
5a	Is there anything which gets in the way of you praying?	
5b	How can you/we help?	
6	Can you think of any ways in which prayer has helped you?	
7a	Have you taken part in planning & preparing prayer time?	
7b	What did you like about it?	
7c	Why?	
8	Is there anything else you would like to say?	

After a specific Act of Collective Worship

1	What parts of that prayer time/liturgy/assembly did you like best?	
2	What do you remember thinking about/feeling?	
3	What do you think the message was?	
4	Have you been able to live out that message or can you think of an example of how you will?	

Pupil Interviews on Prayer

The template has two parts to it: one for a general response and one short one to be used after a specific Act of Collective Worship.

This can be used with a sample of children. Please adapt the questions and terminology to suit your school.

Checklist for Leaders of Prayer & Collective Worship

	in place	underway	action needed
There is/are a named person/s responsible for monitoring & evaluating Prayer & Collective Worship			
There is a job description			
There is a policy which includes clear written guidelines/expectations for those planning and preparing Prayer & Collective Worship			
Information about Prayer & Collective Worship is available in the School Prospectus and/or school website			
The policy has been approved and is on the review cycle for Governors			
There is a named Governor/Committee to whom the subject leader reports			
Prayer & Collective Worship is timetabled for whole school and/or Key Stage/Phase gatherings			
There are planning records for Whole School/Key Stage/Phase gatherings			
Prayer & Collective Worship is timetabled for each class			
Weekly plans include prayer within the classroom			
There is a monitoring schedule for the regular monitoring of Prayer & Collective Worship			
There are monitoring records of Prayer & Collective Worship			
There are Sacred Spaces/Prayer Tables in each classroom			
There is a focus for Prayer & Collective Worship in the hall			
There are monitoring records of Sacred Spaces/Prayer Tables			
There is an Action Plan for Prayer & Collective Worship which is part of the SIP/SDP			
Prayer & Collective Worship are included in the induction training for NQTs and new staff			

Opportunities for developing Prayer & Collective Worship are included in CPD (e.g. staff meetings, INSET days, courses)			
SLT have frequent opportunities to lead Prayer & Collective Worship in a variety of settings			
	in place	underway	action needed
Teachers have opportunity to lead Prayer & Collective Worship in a variety of settings			
Staff have opportunities to pray together and always at a staff meeting			
There are opportunities for parents to be involved in the prayer life of the school			
There are opportunities for governors to be involved in the prayer life of the school			
There are opportunities for approved external providers to lead Prayer & Collective Worship			
There are opportunities for Prayer & Collective Worship beyond the school environment			
There is an annual budget allocated to Prayer & Collective Worship			
There is a list of available resources			

Directory for Masses with Children www.liturgyoffice.org.uk/SOS/DCM.pdf

¹ See Overview of Parish and School Prayer www.re-live.org