

St Charles Catholic Primary School



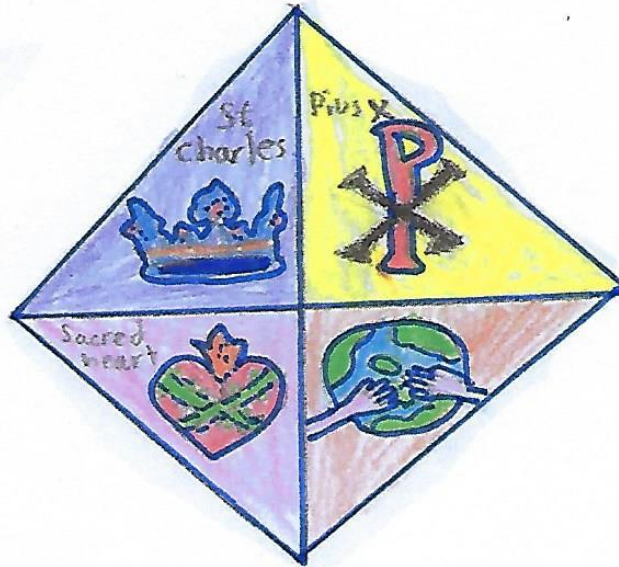
Prayer and Liturgy Policy

Date policy adopted: Spring 2024
Date policy to be reviewed: Spring 2026

St Charles Catholic Primary school

Our Mission Statement

✠ *Love God, Love your Neighbour* ✠



(Design by Claudia 5A - 2020)

Through God's love, and with guidance from the Holy Spirit, we, the Community of St Charles, share our Catholic faith together. We seek to nurture in our children an understanding of the importance of Christian values and a deep love and lifelong commitment to God.

We value the unique strengths and gifts of the children entrusted to us and strive to provide an excellent education, so that through our teaching the children may realise their full potential.

In partnership with our families, Governors and Parish, and inspired by our faith, we support the children of St Charles. We encourage them to shine, to have pride in their achievements, to show concern for others and contribute to society as responsible citizens.

Our Aims

- *To appreciate that we are all uniquely created and loved by God.*
 - *To deepen each child's understanding of the Catholic faith.*
- *To nurture in the children an understanding of Christian values and how these help shape our lives and the lives of others.*
 - *To understand the importance of forgiveness and reconciliation.*
- *To work in partnership with parents and Parish to create a Christian atmosphere enriched through prayer.*
 - *To provide an excellent education so children learn and achieve their potential.*
 - *To respect and care for one another in a happy, welcoming and nurturing community.*
 - *To ensure children care and respect others, develop an understanding of the world and contribute to society as responsible citizens.*

Prayer and liturgy policy

1 The context of this prayer and liturgy policy

‘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.’ (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

2 Statement of requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20;

Instrument of Government, clause 2). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (The Mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019).

The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)). Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)).

The school’s provision for prayer and liturgy will fulfil pupils’ entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar.

Prayer and liturgy are not designated curriculum time. In the context of the Catholic school, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

3. Responsibility

(a) Governance

The governors, as guardians of the Catholic school's life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is a named person(s) who is responsible for prayer and liturgy in the school (the Prayer and Liturgy Coordinator)
- the prayer and liturgy policy is updated regularly and shared with all stakeholders
- there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.

(b) Executive Head Teacher/Head of School

The Head Teacher / Head of School as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the leader(s) for prayer and liturgy
- those responsible for prayer and liturgy in the school have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the school.

(c) Prayer and Liturgy Coordinator

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an Annual Plan of Provision for prayer and liturgy across the school year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments
- there is daily planned prayer for all pupils, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, and delivery of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and

readily available to staff and pupils

- induction on prayer and liturgy takes place for new members of staff as required
- staff have access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the headteacher and governing body to support whole-school development and the Catholic life of the school
- there is collaboration with local clergy and parishes
- liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

4. Overview of prayer and liturgy provision

Prayer

Morning and afternoon sessions begin and end with class prayer. The children also say Grace before meals. All classes recite Common School prayers (a copy of which is in every classroom) and follow the age appropriate phase as laid out in the Diocesan Prayer and Liturgy Directory, *“To Love You more dearly”*. Children are also encouraged to lead using their own prayer or a variation of the prayer when appropriate.

During the months of October and May the School honour’s Our Lady by inviting KS2 children to recite a decade of the Rosary with the HOS during morning break. These are led by the Chaplaincy Team. KS2 replace their morning prayer and their end of day prayer by reciting The Angelus and Salve Regina. KS1 recite The Glory Be to start the day and 5 Hail Mary’s as their afternoon prayer.

All staff meetings begin with prayer. Staff are encouraged to participate in staff prayers to start the week on Monday at 8.20am and to end the week on Friday at 3.45pm. These include meditation and contemplation prayers as well as using the common prayers of the Church. This gives spiritual enrichment to staff and an opportunity to reflect on their own relationship with God. This makes them better role models in leading prayer.

All Governor Meetings begin with Prayer to allow them to focus on their own relationship with God and to allow them to reflect on their purpose and mission as governors. To lead the School according to God’s plan and to act as role models for the faith.

All Assemblies start with prayer. This is usually led by the Executive Head/ Head of school or a member of the SLT. This allows a variety of different staff to take

ownership of the prayer experience and to act as a role model in strengthening the faith of the School and deepening the sense of community.

Celebration of the Word

There are three class led assemblies each year. One per term. The three themes are: the current topic being taught from their Religious Education topic, the current National Curriculum topic being taught (but with prayers linked to the theme at the end) and the life of a saint. This allows the saints to be depicted as role models and acts as a reminder of men and women who have trusted God in the past. Year 5 also present the Passion Play to the Whole School and to their parents at the end of Lent.

During Christmastide the school gather together for a whole school Advent Service led by the REC, staff and children. The whole School gathers together in St Pius X for a Carol Service to end the calendar and to prepare for Christmas. All children participate in this service and the KS1 children create a tableau as service proceeds. Parents are invited to join us. We also have a Service of the Crib when the School crib is installed in the Hall. During their service the characters of the crib are welcomed and we singing and pray together.

During Eastertide the School gather together for a whole School Stations of the Cross Service and The Passion Play performed by Year 5. Parents are invited to join us for this very moving assembly.

Once a week there is a class Whole Class Collective Worship Service. Children themselves take the lead in planning and delivering this short service. This takes place on a day when the class are not required to attend a School Assembly.

Reconciliation and First Holy Communion

The children in Year 3 are invited to join the sacramental programme to receive their First Holy Communion. The programme starts in November with the Sacrament of Reconciliation and end with the First Holy Communion Service in May. The programme is run by the School under the guidance of Fr Peter, Our Parish Priest, and requires children to attend a dedicated mass every month at St Pius X.

School Liturgies and Services.

(Refer also to the plan for Provision and Liturgy at the end of this policy)

All School Masses are usually held in the Parish Church of St Pius X and

celebrated by the Parish Priest, Fr Peter Wilson. Periodically School Masses are also held in the School Hall or in the Outside Chapel. The themes for these Masses reflect the Liturgical Year as well as special events in the school calendar. (Refer to the Plan of Provision for Prayer and Liturgy). The children, under the supervision of the REC, prepare readings, hymns, bidding prayers and the offertory procession for all Whole School Masses. Children also support Fr Peter as altar servers during School masses.

During Lent all KS2 children celebrate an individual class mass. These are led by Fr Peter and take place in the Church where parishioners and parents are able to attend. Children read the readings of the day and write their own bidding prayers.

In addition to the above School Masses children also experience other forms of worship such as a Carol Concert and Advent Service to prepare for Christmas, Ash Wednesday Service to begin Lent and a Stations of the Cross presentation to end Lent.

Each year St Charles joins together with other schools in the Dioceses at Westminster Cathedral for The Christmas Carol Concert and The Good Shepherd Mass. Sharing these Liturgies helps the children to feel part of a wider Catholic family.

5 Resourcing

Prayer and liturgy are central to Our School's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy are furnished and maintained as such, and updated to reflect the Church's liturgical season.

Each class has a prayer table which is used as a focus for daily prayer. The colour of the prayer table alternates depending on the Liturgical Calendar. Icons and candles are displayed on the prayer table. Each class has a box of religious books for the children to read in their own time. This is kept close to the prayer area. The box also contains a book of common School prayers which can be used as alternatives during the year.

We are currently developing a new outside prayer area and reflection garden. We hope this will be completed in the Autumn of 2024

6 Training and Formation

All new staff are supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs that are identified will be addressed through training and formation. There are also opportunities for whole-staff professional development during the year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required. These take place during whole school inset days and weekly staff curriculum cpd.

7 Monitoring and evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy takes place regularly and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development are identified and issues raised will be actioned and evidenced as appropriate.

St Charles Catholic Primary School

Plan of Provision for Prayer and Liturgy - 2024-25

	September	October	November	December	January	February	March	April	May	June	July
	Ordinary Time			Advent	Christmas	Ordinary Time		Lent	Easter	Ordinary Time	
	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer
	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals	Grace B4 Meals
	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals
Prayer	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day
	Staff Prayer	KS2 The Angelus	B4 Staff Meeting	B4 Staff Meetings	B4 Staff Meeting	B4 Staff Meeting	B4 Staff Meeting	B4 Staff Meeting	B4 Staff Meeting	KS2 The Angelus	B4 Staff Meeting
		KS2 Salve Regina								KS2 Salve Regina	B5 Staff Meeting
		KS1 Glory be								KS1 Glory be	B4 Gov Meetings
		KS1 5x H Marys								KS1 5x H Marys	
	B4 Staff Meetings								B4 Staff Meeting		
	KS2 Rosary								KS2 Rosary		
Celebration of the Word	Class led Assem		Class led Assem	Advent Service	1st HC Session	1st HC Session	1st HC Session	Stations of the X			Class led Assem
		Class led Assem		Carol Service		Class led Assem	Class led Assem	Passion Play	1st HC Session		Class led Assem
				Service of Crib	Class led Assem			1st HC Session	Yr3 1st HC Serv		
				Class led Assem				Class led Assem	Class led Assem		
Liturgy & Services	Staff New Aca Yr	Mater	All Sts/St Charles	CCS Westminster	Staff N Cal Yr	1st HC Mass	1st HC Mass	1st HC Mass	Ascension	Sacred Heart	Yr 6 Leavers
	New Acadmic Yr	Admirabilis	Remembrance	Advent Service	New Cal Yr	Class CW	Reconciliation KS2	Reconciliation KS2	1st HC Mass	Greenfell Service	Thanksgiving
	Class CW	Service	Service	Class CW	Epiphany		Class CW	Class CW	Class CW	CCS Westminster	Class CW
		Class CW	Reconciliation KS2		Yr3 Reconcil					Good Shp Service	
		Class CW		Class CW					Class CW		
Other Opps for P & L	Chaplaincy Meet	St Francis Feast	St Cecilia Feast	Advent Wreath	Chaplaincy Meet	Chaplaincy Meet	St Joseph Feast	St Bernadette F	Chaplaincy Meet	Yr 6 Relationship	Chaplaincy Meet
	B4 Gov Meetings	Chaplaincy Meet	Holy Souls Book	Chaplaincy Meet	B4 Gov Meetings	B4 Gov Meetings	Lent Promise Tree	Chaplaincy Meet	B4 Gov Meetings	Conf.	B4 Gov Meetings
	Singing Assembly	B4 Gov Meetings	Chaplaincy Meet	Singing Assembly	Singing Assembly	Singing Assembly	Chaplaincy Meet	St George Feast	Singing Assembly	Chaplaincy Meet	Singing Assembly
		Singing Assembly	B4 Gov Meetings				Singing Assembly	St Patrick Feast			B4 Gov Meetings
		Singing Assembly					B4 Gov Meetings			Singing Assembly	
							Singing Assembly				

Please note - The Feast day of SS Peter and Paul falls on 29th June which is a Sunday

Parents/Carers should make provision for this service outside of School