

Prayer &

Liturgy

Policy

(Formerly known as Collective
Worship)

Updated January 2023

At St. Anne's, together in faith, we passionately commit to:

Build a loving, vibrant community with Christ at the heart;

- Within our local and global communities, live, share and celebrate God's word, together with the core values of our school community.
- Work as one to make a positive difference in all that we do.
- Responsibly keep everyone safe and secure within an environment of tolerance and respect.

Celebrate the uniqueness of all and enable them to reach their potential:

- Value the uniqueness and dignity of all individuals, enabling them to grow, have aspirations and become global citizens of our common home.
- To respectfully hear, listen and respond to everyone's voice, thoughts and opinions equally.
- Recognise and develop individual qualities to enable all to live life to the full with courage and compassion.

Through our shared vision and values, nurture knowledge and skills for life-long learning and achievement;

- Build a place and a curriculum where everyone matters and everyone succeeds, with high expectations of ourselves and others.
- Develop pupils who grow to care about the world and go on to make a positive difference.
- For children to leave each stage of their learning journey with happy memories, lasting friendships and a desire to fulfil their hopes and dreams throughout their lives.

Raising *self-esteem*, with *commitment*, *organisation* and *resilience*, we achieve *excellence* as together we...

"Learn to love, Love to learn in readiness for life."

The Nature of Prayer & Liturgy

'Collective Worship' is a term used in legislation in this country but is not a phrase we use readily in a Catholic context. 'Prayer' and 'Liturgy' are terms more commonly used in our context.

Prayer & Liturgy in this school is more than just a legal requirement. It is an integral part of school life and central to the Catholic tradition.

It is the responsibility of every Catholic school to provide for all its members a vital experience of liturgy, worship and prayer which:

- Names and celebrates God present and active in authentic human experience.
- Is educative.
- Is within our Catholic tradition.

We must recognise a parent's right to withdraw their child from the legally required daily Prayer & Liturgy. However, given the importance of Collective Worship in a Catholic school, parents and prospective parents need to 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.

It involves

- 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.

The worshipping nature of our school is expressed in a variety of ways; through prayer, liturgy (both sacramental and non-sacramental) and through daily acts of worship. Prayer & Liturgy strengthens our Eucharistic community which gathers to give witness to Jesus Christ

The purpose of these experiences is:

- To contemplate something of the mystery of God
 - To reflect on spiritual and moral issues
 - To explore their own beliefs
 - To respond to and celebrate life
- To experience a sense of belonging and develop community spirit
 - To develop a common ethos and shared values
 - To enrich religious experience
 - To grow in liturgical understanding and development
- To reinforce 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.'

Through Prayer & Liturgy experiences we aim to develop the skills of:

- reverence
- contemplation
- reflection
- interpretation
- empathy
- meditation
- prayer

It will be an educational activity or experience to which all can contribute and from which all can gain.



Prayer & Liturgy in practice

Prayer & Liturgy times should:

- *be kept small wherever possible or appropriate to help to personalise the experience;*
- *be short and appropriately paced (children's attention span lasts in any one activity for an average of one minute per year of life i.e., 3- 4 minutes for Foundation Stage, 5-6 minutes for Key Stage 1 and 7-10 minutes for Key Stage 2);*
- *be simple, including a range of experiences offered in a variety of groupings and in a variety of settings.*

Guidelines

Every class will have suitable focal point, which is given prominence in the room. This focal point should be treated with reverence. It should be liturgically correct and follow the church's year (i.e. coloured drapes appropriate to season). At times the children will receive from other acts of worship prayers, thoughts or artefacts which they should place on the focal points for an appropriate period of time.

FOCAL POINTS SHOULD NEVER BECOME STALE AND UNTIDY.

In planning Class or Key Stage acts of Prayer & Liturgy staff will primarily use the Catholic Life Medium Term plan (See

Appendix) to identify the theme of Prayer & Liturgy for the week. These are based on Come and See topics, feast days, liturgical year/Gospel themes. Staff will also respond to world events, e.g. natural disasters, local, national and global news events, Papal encyclicals/messages.

Staff will also seek to involve the children as much as is possible in the prayer & liturgy.



Planning for Prayer & Liturgy

CLASS:	LEADER:	DATE:
<p style="text-align: center;">GATHER</p> <p>How will the children enter the space?</p>	<p>How will we begin / enter - to music? Create an atmosphere of prayer. Use a 'gathering chant' Come in procession.</p>	
<p style="text-align: center;">LISTEN</p> <p>Story/information</p>	<p>Reading from scriptures, psalms, poems etc. Use power point. Pause at times for quiet contemplation. Dramatise the readings.</p>	
<p style="text-align: center;">RESPOND</p> <p>From the child</p>	<p>What the pupils will do. Quiet reflection, formal / informal prayer / respond to bidding prayers. Place stone at foot of cross etc.</p>	
<p style="text-align: center;">GO FORTH</p> <p>What is the message they will take with them & how do they leave the space</p>	<p>What will I do to help the children take the message away with them - prayer card, picture, common prayer</p>	

When planning for Prayer & Liturgy the pro forma provided by the Archdiocese should be used, which also provides the structure that should be used when carrying out your session.

Skill progression

Spiritual reflection and response is a personal experience, therefore there are no age expectations attributed with any of the stages. Each person will develop at their own time depending on their own beliefs and wider life experiences. Staff knowledge of their pupils allows them to plan experiences appropriately to suit the pupils in their class/cohort.

Stage	Journey in reflection & contemplation	Role in planning and leading worship
Stage 1	Reflect quietly	Leading other children making the sign of the cross and welcoming them to worship. With adult support select resources and set up a focus table. Leading children in song response.
Stage 2	Participate in periods of reflection in response to a given stimulus.	Building on stage 1 to include: With peer support, select resources and set up a focus table. Sharing prayers in response.
Stage 3	Show understanding of the importance of stillness and quiet during times of reflection and prayer.	Building on Stage 2 Building a focus table related to a theme from a set of resources. Planning how children will gather, sharing scripture, sharing prayers in response.
Stage 4	Demonstrate an appreciation of the elements needed for reflection, contemplation or prayer.	Leading others in quiet, calming periods of mediation and prayer. Planning the whole of a worship using the gather, listen, respond, go forth model. Planning worship to carry out with younger groups of pupils.

St. Anne's Catholic Primary School Collective Worship typically follows the pattern outlined below:

	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS/KSI	Class worship	Class worship	Class worship	Department worship	Whole School
LKS2	Class worship	Department worship	Class worship	Class worship	Whole school
UKS2	Class worship	Class worship	Class worship	Department worship	Whole School

Staff have been signposted to resources produced by Cafod and Mission Together to support Collective Worship planning and delivery.

Resources

There are resources to support the planning and delivery of collective worship in the prayer hub. Support for planning of Collective Worship and Scripture choice is given by Co-ordinator on the Medium Term Plan shared with staff on a Termly basis. As previously mentioned, staff are aware of and encouraged to use the resources provided by Cafod and Mission Together, which help to incorporate the global community into our worship.

Location of Worship

Collective Worship is a spiritual experience for our children so staff know that children should be discouraged from remaining in their learning space. This will help the children to understand that this act of worship is an experience and not a lesson.

Staff should provide opportunities for worship in different locations; the hall, the prayer hub, the Spirituality Garden, the Pergola, Forest School, outdoors, Church shrine, school trips.

Having children meet and worship in different spaces allows them to reflect upon the wonderful gift of our common home given to us by God.

Classes may use the Prayer Hub or Spirituality Garden for Prayer & Liturgy at the following times:

	Monday	Tuesday	Wednesday	Thursday	Friday
Prayer Hub	Year 6 Year 1	Year 5 Year 2B	Year 5/6 Year 2A	Year 3 Year 4	EYFS
Spirituality Garden	EYFS	Year 3 Year 4	Year 6 Year 1	Year 5 Year 2B	Year 5/6 Year 2A



Eucharistic celebrations in school will highlight a special occasion and will normally be celebrated with children whose faith development has reached an appropriate stage. The same general principles will apply to planning a Eucharistic celebration as other acts of school worship, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to the 'Directory for Masses with Children' as a basis for our practice.

<i>Half term</i>	<i>Liturgical celebrations</i>
Autumn 1	Maximilian Kolbe Feast 11 th August - <i>celebrate on return to school.</i> St Mother Teresa Feast Day 5 th September EYFS Service of Welcome Harvest Family Fast Day
Autumn 2	All Saints Day 1 st November Remembrance Day 11 th November Service of Reconciliation Christmas
Spring 1	Feast of the Epiphany 6 th January Anniversary of Elizabeth Prout's death 11 th January Ash Wednesday 22 nd February
Spring 2	Service of Reconciliation St Oscar Romero 24 th March Palm Sunday 2 nd April Good Friday 7 th April Easter Sunday 9 th April
Summer 1	Feast of the Ascension 18 th May Feast of Pentecost 28 th May
Summer 2	Feast of the Most Holy Trinity 4 th June Feast of the Most Holy Body & Blood of Christ 11 th June Anniversary of Basil Hume's death 17 th June Feast of SS Peter and Paul 29 th June Year 6 Leaver's Mass St Anne's feast & end of year celebration

The Role of the Co-ordinator for Prayer & Liturgy

- *Formulating a written policy.*
- *Ensuring that there is a development plan for Prayer & Liturgy which may at times form part of the school development plan.*
- *Ensuring that Prayer & Liturgy is appropriate to the age, aptitudes and family backgrounds of pupils.*
- *Ensuring that Prayer & 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 & Liturgy.*
- *Assisting the governors and head teacher to carry out their legal responsibilities with regard to Prayer & Liturgy.*

Planning, recording, monitoring and evaluating

- *Maintaining and developing effective procedures and documentation.*
- *Observing, on occasions, an Act of Prayer & Liturgy.*
- *Informing the head teacher of standards and developments in Prayer & Liturgy.*

Communication

- *Communicating to members of the school community the significance and content of Acts of Prayer & Liturgy.*
- *Reporting to and consulting with the governors and head teacher regarding matters of concern and development.*
 - *Acting as consultant to colleagues.*
- *Encouraging positive attitudes towards Prayer & Liturgy.*
- *Informing newly appointed colleagues of school policy regarding Prayer & Liturgy.*
- *Communicating with parents, governors and the parish community.*
 - *Liaison with the Archdiocese.*

Professional development / Ongoing formation

- *Leading and organising inservice training and ongoing formation for Prayer & Liturgy.*

- Attending appropriate in-service courses and reporting back.
 - Keeping up to date by personal reading.

Resources

- Evaluating existing resources
- Developing the resources available for Prayer & Liturgy including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
 - Budgeting efficiently

Monitoring and Review

The Prayer & Liturgy Policy will be reviewed on an annual basis. This will involve all staff at Senior Management Meetings and staff meetings with all staff being given the opportunity to assess the relevance of the document and how well it is being implemented.

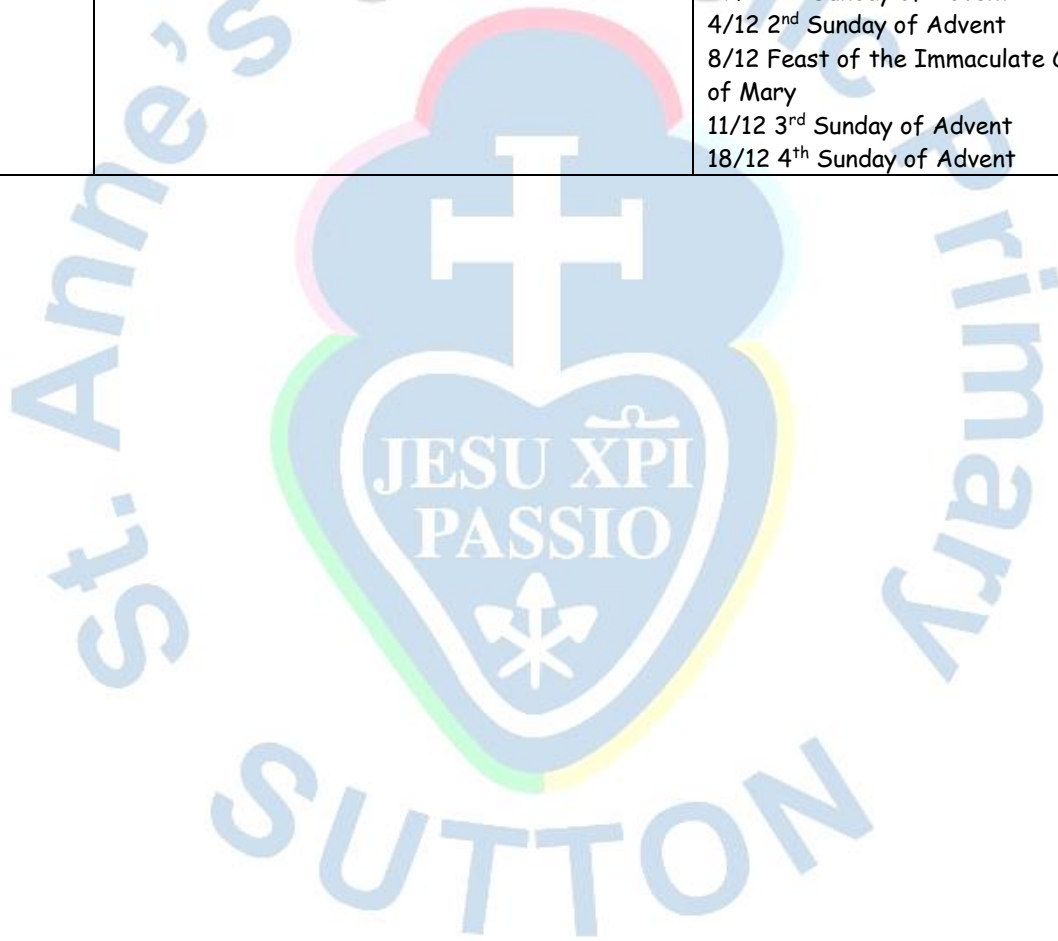
The evaluation process will also take into consideration the aims and objectives of the current curriculum action plan, also reviewed on an annual basis

Appendix



Dates	Theme and Topics	Collective Worship Theme		Scripture
Explore: 1/9 - 9/9 Reveal: 12/9 - 23/9 Respond: 26/9 - 30/9 FORMALLY ASSESSED TOPIC COMPLETE ASSESSMENT TASK W/C 26/9/22	Domestic Church - Family EYFS: Myself KS1: Beginnings LKS2: People UKS2: Loving Display - green cloth and/or border.	2.9.	Friendship	1 Thessalonians 5: 11 "Encourage one another and help one another, just as you are now doing."
		7.9	Resilience	Psalms 23 God's story 3 page 46
		14.9	Forgiveness	Luke 15: 11-32 Parable of the Prodigal Son
		21.9	Gifts and talents	Based on Luke 16: 1 - 13 " you must learn to use things wisely to gain your home in heaven."
		28.9	Love	John 13: 34 "And now I give you a new commandment, love one another, as I have loved you."
Explore: 3/10 - 7/10 Reveal: 10/10 - 20/10 Respond: 31/10 - 4/11	Baptism/Confirmation - Belonging EYFS: Welcome KS1: Signs & Symbols LKS2: Called UKS2: Vocation & Commitment Display - green cloth and/or border.	5.10	Commitment	Matthew 25: 31-40 Parable of final judgement " Whenever you did these things for any one of my brothers and sisters, you did them for me."
		12.10	Thankfulness	Ephesians 1: 3 - 6 God's story 3 page 145 "Give thanks to God, the Father of Jesus..."
		19.10	Self Esteem	Luke 12: 7 "Even the hairs of your head have all been counted. So do not be afraid; you are worth more than many sparrows."
		2.11	All Saints	2 Timothy 4: 17 "but the Lord stood with me and gave me strength."
Other faiths fortnight 7/11 - 11/11	Islam EYFS: Prayer mats KS1: Prayer at home LKS2: The Qur'an UKS2: Guidance for Muslims	9.11	Remembrance	Psalms 23: 4 "Even if I go through the deepest darkness, I will not be afraid, Lord, for you are with me."
Other faiths fortnight 14/11 - 18/11	Judaism EYFS: Hanukkah KS1: Shabbat LKS2: The Torah UKS2: Yom Kippur	16.11	Uniqueness	Psalms 139 God's Story 3 page 48 "You loved me and you knew me."
Explore: 23/11 - 27/11 Reveal: 30/11 - 11/12 Respond: 14/12 - 18/12	Advent/Christmas - Loving EYFS: Birthdays KS1: Preparations LKS2: Gift UKS2: Expectations	23.11	Hope	Jeremiah 29: 11 "I alone know the plans I have for you, plans to bring you prosperity and hope."
		30.11	Love	Isaiah "I promise to send my messenger to prepare a way for you, he will call out - Prepare a way for the Lord."

	Display - purple cloth and/or border.	7.12	Joy	Nehemiah 8:10 "The joy that the Lord gives you will make you strong."
	Advent calendars can be used in classes alongside Cafod interactive calendar.	14.12	Peace	The Annunciation to Mary Luke 1: 26 - 31 God's story page 71
	<p>See Monitoring cycle for details of dates and themes of monitoring.</p> <p>Please ensure that floor books for both Come and See and Collective Worship are added to on a weekly basis.</p>			<p>Feast Days/Holy Days</p> <p>5/9 Saint Teresa of Kolkata Feast Day 7/10 Harvest Fast Day 1/11 All Saints 2/11 All Souls 20/11 Feast of Christ the King 27/11 1st Sunday of Advent 4/12 2nd Sunday of Advent 8/12 Feast of the Immaculate Conception of Mary 11/12 3rd Sunday of Advent 18/12 4th Sunday of Advent</p>



Dates	Theme and Topics	Collective Worship Theme		Scripture
Explore: 3/1 - 6/1 Reveal: 9/1 - 20/1 Respond: 23/1 - 27/1	Local Church - Community EYFS: Celebrating KS1: Books LKS2: Community UKS2: Sources Display - white cloth and/or border.	4.1	Epiphany - wisdom	God's Story 2 Page 60 (Matthew 2: 1-12)
		11.1	Good news	God's story 2 page 66 (Mark 6:7, 30-32)
		18.1	Witnesses	God's story 2 page 36 (Psalm 139)
		25.1	Follow me	God's story 2 p. 68 (Luke 5: 27-31)
Explore: 30/1 - 3/2 Reveal: 6/2 - 24/2 Respond: 27/2 - 3/3 FORMALLY ASSESSED TOPIC COMPLETE ASSESSMENT TASK W/C 27/2/23	Eucharist - Relating EYFS: Gathering KS1: Thanksgiving LKS2: Giving & Receiving UKS2: Unity Display - green cloth and/or border.	1.2	Happiness	God's Story 2 p. 86 (1 Corinthians 12: 4 - 30)
		8.2	Shine your light	
		15.2	Lent: Ash Wednesday	Luke 6: 39 - 45
		1.3	Lent: a time of change	Luke 4: 1-13
Explore: 6/3 - 10/3 Reveal: 13/3 - 24/3 Respond: 27/3 - 31/3	Lent/Easter - Giving EYFS: Growing KS1: Opportunities LKS2: Self-discipline UKS2: Death & New Life Display - purple cloth and/or border.	8.3	Forgiveness	EYFS & KS1: Matthew 6: 14-15 KS2: The Prodigal Son
		15.3	Sharing	
		22.3	Believing	God's Story 2 p. 71 (Story of Zacchaeus Luke 19: 1-10)
		29.3	Commitment	God's story p. 87 (Colossians 3: 10 - 17)
	See Monitoring cycle for details of dates and themes of monitoring. Please ensure that floor books for both Come and See and Collective Worship are added to on a weekly basis.	Feast Days/Holy Days 6/1 Epiphany 8/1 Baptism of the Lord 11/1 Anniversary of Elizabeth Prout's death 2/2 Presentation of our Lord 22/2 Ash Wednesday 26/2 1 st Sunday of Lent 3/3 Cafod's Lent Family Fast Day 24/3 Feast of Saint Oscar Romero 2/4 Palm Sunday & the start of Holy Week 7/4 Good Friday 9/4 Easter Sunday		

Dates	Theme and Topics	Collective Worship Theme		Scripture
Explore: 18/4 - 21/5 Reveal: 24/4 - 5/5 Respond: 8/5 - 12/5 FORMALLY ASSESSED TOPIC COMPLETE ASSESSMENT TASK W/C 8/5/23	Pentecost - Serving EYFS: Good news KS1: Spread the word LKS2: New Life UKS2: Witnesses Display - red cloth and/or border.	19.4	New Life	EYFS: Mark 16: 1-6 KS1: Matthew 28 LKS2: God's story p. 126 UKS2: John 20: 1 - 10
		26.4	Peace	John's Gospel: EYFS & KS1: Peace be with you KS2: John 20: 19 - 31
		4.5	Commitment	John 10: 27-30
		10.5	Ascension	God's Story Scripture of the Ascension - The Promise of the Holy Spirit
Explore: 15/5 - 19/5 Reveal: 22/5-9/6 Respond: 12/6 - 16/6	Reconciliation - Inter-relating EYFS: Friends KS1: Rules LKS2: Building bridges UKS2: Healing Display - green cloth and/or border.	17.5	Pentecost	God's Story Scripture of Pentecost
		7.6	Thanksgiving	Luke 7: 11-17
		14.6	Forgiveness	Luke 7: 36 - 38
		21.6	Organisation	Luke 9: 51-62 EYFS & KS1: "I will follow you wherever you go."
Explore: 19/6 - 23/6 Reveal: 26/6 - 7/7 Respond: 10/7 - 19/7	Universal Church - World EYFS: Our world KS1: Treasures LKS2: God's people UKS2: Common Good Display - green cloth and/or border.	28.6	Follow me (SS Peter & Paul)	John 21: 15 - 19
		5.7	Resilience	John 21: 1-19 EYFS & KS1: Let down your nets for a catch
		12.7	Love	John 13: 31-35 EYFS & KS1: Love one another as I have loved you
		20.7	Goodbye	Ascension story
	See Monitoring cycle for details of dates and themes of monitoring. Please ensure that floor books for both Come and See and Collective Worship are added to on a weekly basis.	Feast Days/Holy Days 18/5 Ascension 28/5 Pentecost 29/5 Mary, Mother of the Church 4/6 Holy Trinity 8/6 Most Holy Body & Blood of Christ 17/6 Anniversary of Basil Hume's Death 29/6 Feast of SS Peter & Paul 26/7 Feast of St Anne		

Focus Table guidance



Central space



Relevant; season, to the children, to the theme of worship



Organised



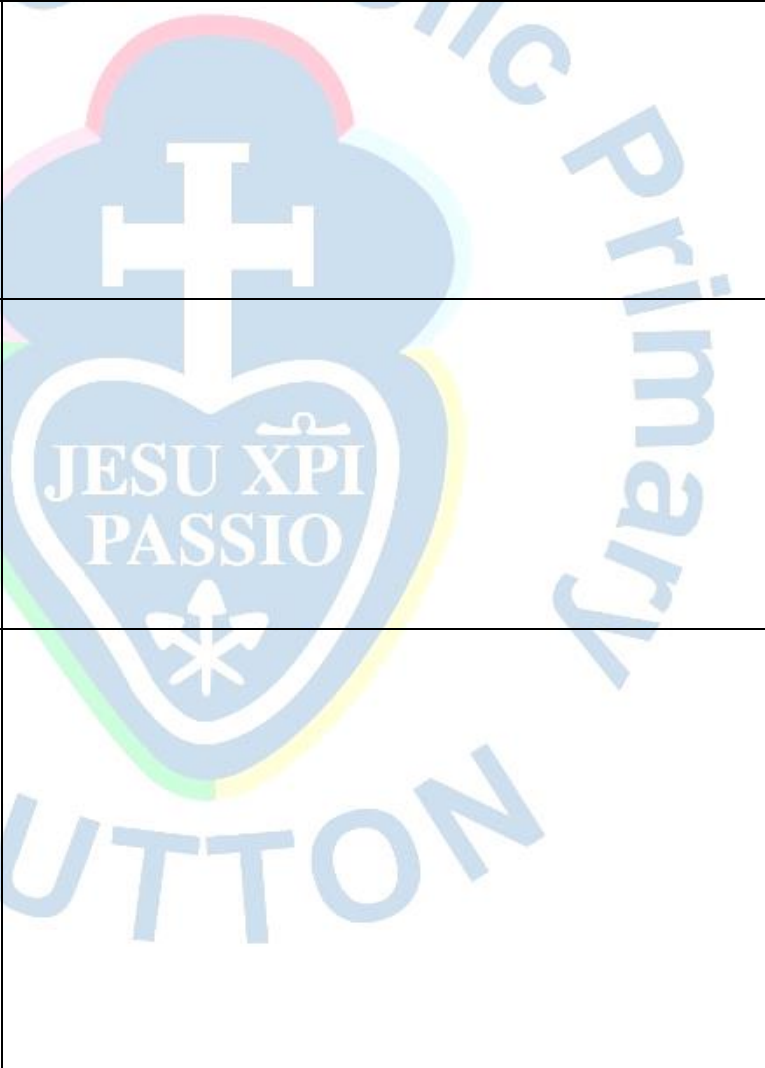
Scripture



Sacred



BE STROU
— JEE —
COUAGLOU
Do not be afraid,
do not be discouraged,
For the LORD your GOD
will be with you
wherever you go.
MICROCOLLAGE

CLASS:	LEADER:	DATE:
<p>GATHER</p> <p><i>How will the children enter the space?</i></p>		
<p>LISTEN</p> <p><i>Story/information</i></p>		
<p>RESPOND</p> <p><i>From the child</i></p>		
<p>GO FORTH</p> <p><i>What is the message they will take with them & how do they leave the space</i></p>		



Child Led Worship Planner



Prepare - what do we need to get ready?

Gather

Listen

Respond

Go forth

Daily prayers

EYES

Morning prayer

Good morning Lord, we praise your Holy name and thank you for giving us this lovely new day, Amen.

Lunchtime prayer

Thank you for the world so sweet. Thank you for the food we eat. Thank you for the birds that sing. Thank you Lord, for everything, Amen.

Evening prayer

Thank you for another day, for being with us in work and play. Help me Lord, until tonight, to do the things I know are right. Amen.

Other prayers used in EYFS:

Sign of the cross

Hail Mary

Our Father

Key Stage 1

Morning prayer

Please, dear Lord, come into my heart. Our day together is already a-start. Bless me ever and ever again! I love you dearest God. Amen.

Lunchtime prayer

God is great, God is good, let us thank Him for our food. By his hands, we are fed. Let us thank Him for our bread. Amen.

Evening prayer

Hail Mary

Other prayers used in KS1

Our Father

Greeting the Gospel

Mass responses

Key Stage 2

Morning Prayer

Hail Mary

Lunchtime prayer

Bless us O Lord, as we sit together. Bless the food we eat today.

Bless the hands that made the food. Bless us, O Lord, Amen.

Evening prayer

Our Father

Other prayers used in KS2

Greeting the Gospel

Mass responses

Eternal Rest

Glory be

Prayers at mass;

Penitential Rite

Gloria

Creed

Eucharistic prayer responses

