

The Federation of The Annunciation Catholic Schools



*'Be who God meant you to be and you will set the world on
fire'*

St Catherine of Siena

Prayer and Liturgy Policy

Approved by: Governing Board

Date: September 2024

Last reviewed on:
September 2024

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September 2025

Prayer and Liturgy Policy

Mission Statement

The Federation of The Annunciation Infant and Junior Catholic School's Mission Statement is 'Be who God meant you to be and you will set the world on fire' which comes from Dominican Saint, St Catherine of Siena. Our school is situated within a diverse community, reflecting a multi-faith and multiracial community, which we recognise and value. The Federation of The Annunciation Catholic Schools aim to reflect the local community while ensuring the Catholic teaching, values and foundations are still maintained. At The Federation of The Annunciation Catholic Schools, we celebrate the cultural diversity of all members of our school and have a cohesive community. Upon entrance to The Federation of The Annunciation Catholic Schools families are made aware of the Catholic basis of our teaching. It is therefore unlikely that parents or carers would wish to exercise their legal right of withdrawal. However, should such a case arise, the parents or carers concerned should consult the Head teacher. Whilst Celebration of the Word will always reflect the Christian ethos of our school, we respect and acknowledge the variety of religious observances which are represented in our school and within the wider community.

The Nature of Worship

We believe that Christian worship in a Catholic school 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.

Legal Requirements

We acknowledge the legal requirement that there must be a daily act of worship 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. We understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. We also acknowledge that celebration of the word and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between the two 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.

The Place of Prayer and Liturgy at The Federation of The Annunciation Catholic Schools

We endorse the belief that 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
- Those with special educational and medical needs. It will be an educational activity or experience to which all can contribute and from which all can gain. Worship in this school is more than just a legal requirement. It is an integral part of school life and central to the Catholic tradition.

The Aims of Prayer and Liturgy

We believe that Prayer and Liturgy in our school aims to provide opportunity for all pupils and staff:

- 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 develop the skills of:
 - ✓ Reverence
 - ✓ Contemplation
 - ✓ Reflection
 - ✓ Interpretation
 - ✓ Empathy
 - ✓ Meditation
- To enrich religious experience
- To grow in liturgical understanding
- To reinforce prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To develop a sense of awe, wonder and inspiration in the person of Christ.

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 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) Headteacher

The Headteacher, 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 a written policy for Prayer and Liturgy
- 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

(d) Staff

It is expected that staff will:

- Provide opportunities for pupils to pray
- Provide pupils with meaningful prayer experiences
- Assist pupils to develop the language of prayer
- Teach pupils the traditional prayers of the Church

- Help pupils to develop habits of prayer

How Prayer and Liturgy is organised

KS1:

<u>Day</u>	<u>Time</u>	<u>Who</u>	<u>Theme</u>
Monday	5 - 10 mins	<u>KS1</u>	Mark 10 Mission Video
Tuesday	5 - 10 mins	<u>Whole School</u>	Child Led Celebration of the Word
Wednesday	5 - 10 mins	<u>Whole School</u>	Reading the Gospel from the Wednesday Word with reflection time for prayer/meditation
Thursday	5 - 10 mins	<u>KS1</u>	Teacher Led
Friday	5 - 10 mins	<u>Whole School</u>	Hymn Practice/ Scripture meditation using book

KS2:

<u>Day</u>	<u>Time</u>	<u>Who</u>	<u>Theme</u>
Monday	10 - 15 mins	<u>Whole School</u>	Child Led Celebration of the Word
Tuesday	10 - 15 mins	<u>Whole School</u>	Mark 10 Mission Video
Wednesday	10 - 15 mins	<u>Whole School</u>	Reading the Gospel from the Wednesday Word with reflection time for prayer/meditation
Thursday	10- 15 mins	<u>Whole School</u>	Hymn Practice/ Scripture meditation using book
Friday	10 - 15 mins	<u>Whole School</u>	Assembly

Children also take part in Celebration of the Word within their respective classes as well as whole school. Children will participate in additional Prayer and Liturgy during

religious seasons, on Holy days and other days of religious significance as well as attend Mass.

Guidelines for the delivery of Prayer and Liturgy

All forms follow the accepted four-fold structure of gather, listen, respond and go forth and particular emphasis may be placed on specific parts as appropriate. All forms of Prayer and Liturgy must contain some form of scripture, whether it be a full passage or just a short sentence for reflection and meditation and this must be read directly from the Bible.

Classroom

Prayer and Liturgy should last for roughly one minute for the age of the child. Prayer and Liturgy should be led by the teacher, pupils or a combination. The atmosphere for prayer should be assisted by candles, music, artefacts, display of children's work. An opportunity for prayer and quiet reflection will be included. Sometimes worship will be quiet and contemplative and at other times involve music, dance and drama.

Whole School Worship

Teacher should always include opportunity for prayer and scripture and sessions may include hymns. Teachers should encourage parental and parish support. We will aim to enable children to grow in confidence within a liturgical setting. Whole school worship will be planned through reference to the church's seasons, significant dates and the Curriculum, with the flexibility to respond to changing situations within the school and the wider community.

Planning, Content and Delivery of Celebration of the Word.

Celebration of the Word is planned:

- following a structure with reference to the Church's seasons, significant dates and the curriculum. Scripture will be the focus in most acts of worship.
- involving consultation with appropriate parties and reference to school aims and policies
- with flexibility to respond to changing situations within the school and the wider community
- To develop pupils' skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.

The format for Prayer and Liturgy for our school will be

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

Word—every liturgy will centre on 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.

Response—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)

Mission—Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives. Recording Prayer and Liturgy is recorded: on a liturgy planner to keep note of themes, leaders, pupil groupings and resources

Through displays, prayers, collections of pupils' contributions, photographs, videos etc.

Prayer Progression

The Federation of The Annunciation Catholic Schools has developed a prayer progression document so that staff are clear what prayers children learn in each year group. This is also available for parents on the prayer section of our school website.

The prayer progression is as follows:

EYFS Nursery

- Make the sign of the cross
- Morning prayer
- Grace before meals
- End of the day prayer

EYFS Reception

- Make the sign of the cross
- Morning prayer
- Grace before meals
- End of the day prayer
- Hail Mary
- Our Father

Key Stage 1

- Make the sign of the cross
- Morning prayer
- Grace before meals
- End of the day prayer
- Hail Mary
- Our Father
- Advent Prayer
- Lenten Prayer
- The Glory Be
- Angel of God
- Spontaneous prayers

Lower Key Stage 2

- Make the sign of the cross
- Morning prayer
- Grace before meals
- End of the day prayer
- Hail Mary
- Our Father
- Advent Prayer
- Lenten Prayer
- Glory Be
- The Rosary
- Spontaneous prayers

Upper Key Stage 2

- Make the sign of the cross
- Morning prayer
- Grace before meals
- End of the day prayer
- Hail Mary
- Our Father
- Advent Prayer
- Lenten Prayer
- Glory Be
- The Rosary
- The Apostles' Creed
- An Act of Contrition
- The Magnificat
- Spontaneous prayers

Monitoring and Evaluation

At least once a term the school's provision of worship will be evaluated by senior leaders to consider whether it meets the needs of all pupils and whether pupils are making progress in acquiring skills and abilities in organising and leading worship. Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least termly, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

Resources

Children's Bibles and prayer table resources are kept in each class. Each class will have a 'Prayer and Liturgy book'—containing evidence of the class Prayer and Liturgy for the Prayer and Liturgy act. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season.

Staff Induction and Professional Development

All new staff will be 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 will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.