

September 2022

# Prayer and Liturgy Policy



*We Learn, Grow, Shine in the Light of Jesus*

## **Mission Statement**

At St Leonard's Jesus is our guiding light as we learn, grow and aim to achieve our best.

It is through his love and teachings that we are able to take pride in our progress, do better than our best, reach our true potential and shine.

## **The Nature of Liturgical prayer**

Liturgical prayer in a Catholic school names and celebrates God's presence in our lives. It is concerned with giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit.

'The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life.'<sup>1</sup>

## **Legal Requirements**

It is a legal requirement that there is a daily act of worship offered for all pupils. This can take place at any time during the school day and can be either a single act of worship for all pupils, or separate acts of worship in school groups. Holding an assembly that includes a prayer, said either by the teacher or everyone present, and does not fulfil this requirement. Liturgical prayer 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. Responsibility for arranging Liturgical prayer lies with the Governing Body after consultation with the headteacher.

Parents have a right to withdraw their child from Liturgical prayer. However, given the importance of Liturgical prayer in a Catholic school, parents and prospective parents will be made aware of the fact that it can never be confined to 'timetabled slots' but may take place in a variety of contexts other than those which are specifically structured, within Come and See RE curriculum.

## **The Place of Liturgical prayer in the Life of St Leonard's Catholic Primary School**

Worship is an integral part of school life and central to the Catholic tradition.

Liturgical prayer takes into account the religious and educational needs of all who share in it:

- Those who form part of the worshipping community in church;
- Those for whom school may be their first and only experience of church;
- Those from other Christian traditions – or none;
- Those from other faith backgrounds.

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

## **The Aims of Liturgical prayer**

Liturgical prayer in **St Leonard's Catholic Primary** School aims to provide opportunities for all pupils and staff:

- To contemplate the mystery of God
- To reflect on spiritual and moral issues
- To explore personal beliefs
- To respond to and to celebrate life
- To experience a sense of belonging and to develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To pray using prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To participate fully
- To take time out 'to wonder at', 'to come to terms with' and 'to give worth to.'

## **Principles**

All acts of worship in **St Leonard's Catholic Primary** School will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Enable pupils to develop skills so that they can prepare, organise and lead worship;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church.<sup>2</sup> Celebrations will be appropriate to the age and groupings of the children.

## **Planning, content and celebration**

Liturgical prayer is planned following a structure with reference to the Church's seasons, Come and See, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

A variety of prayer styles will be used appropriate to the age of the children and the occasion. Staff gather together to pray before all staff meetings, phase meetings and briefings. There are also dedicated weekly staff prayers, where staff gather to pray and reflect. The school prayer garden is used as a place of quiet reflection. Staff have opportunities to pray together to celebrate important celebrations such as Advent/Christmas and Lent/Easter.

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

The timetable of Liturgical Prayer is as below.

Day	Type of worship	Duration	Theme	Venue
Monday	Whole school liturgical prayer Led by Head Teacher/ Deputy Head Teacher	20 minutes	Sunday's gospel	School hall
Tuesday	Pupil led liturgical prayer	Up to 15 minutes	Catholic Life Church season RE topic	School hall
Wednesday	Key Stage liturgical prayer (alternate) or Class liturgical prayer	KS1- 10 minutes KS2- 15 minutes	Weekly Statement of Belief	School hall
Thursday	Mass  or Class liturgical prayer	Time varies – approx. 40 minutes  10-15 minutes	  Catholic Life Church season RE topic	St Leonard's RC Church  Classroom
Friday	Whole school liturgical prayer.	10 minutes	Church season	School Hall

The school prayer garden can be used at any time, arranged by class teachers.

The celebration of mass at St Leonard's Catholic Church takes place weekly. Masses are either celebrated by the whole school community or by individual classes.

All masses are arranged with the parish priest, and can be subject to change at the direction and permission of the parish priest.

See separate and more specific timetables for liturgical prayer for each term.

### **Leading liturgical prayer**

As faith leader of the school, the Headteacher will plan and lead liturgical prayer for staff and children. All other class teachers lead liturgical prayer for their classes and for their key stage. Children are taught to plan and lead worship according to their age, and so regularly.

### **Recording**

The planning of liturgical prayer is recorded in children's RE books for the end of each unit. The class teachers and the RE Leader also keep records of pupil led liturgical prayer planning and photographs. Photographs are also shared with the school community via the school website.

### **Monitoring and Evaluation**

Liturgical prayer is monitored by the RE Leader using the Liturgical prayer monitoring form. Monitoring takes place formally once per year. Informal monitoring takes place more frequently due to SLT attending the celebration of prayer and liturgical prayer. Following monitoring, training needs will be identified and outcomes used to inform the Catholic Self-Evaluation Document (CSED).

## **Resources**

Each class has their own box of classroom liturgy resources which includes focal table cloths, crosses, bibles and religious artefacts. Class teachers are responsible for these resources and these are easily accessed by children. Additional resources are stored in the RE and Liturgical prayer cupboard. These resources include religious posters, small candles, travelling cribs, travelling crosses, rosary beads.

## **The learning environment**

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment'<sup>3</sup>

Focal points in each classroom and throughout the school will reflect the liturgical season and will reference Come and See topics. In this way they will be an outward sign of the school's ethos.

## **Retreats**

Key Stage 2 pupils have the opportunity to take part in residential retreats at the Emmaus Youth Village.

Year 6 take part in the Primary Festival annually.

## **Eucharist**

All children have opportunities to celebrate mass with their class and with the whole school throughout the school year. Masses are arranged with the permission of the parish priest.

## **The coordinator for Liturgical prayer: Miss F. McVittie**

*(A model job description is also included in Appendix 2.)*

## **Policy Monitoring and Review**

This policy is monitored by the Liturgical prayer coordinator and is evaluated and reviewed by the whole school staff and governors every two years. The Foundation Governors in particular will play a most important role.

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<sup>3</sup> Christ at the Centre Rev Marcus Stock, 2005

## Appendix 1

### **The Role of the Coordinator for Prayer and liturgy**

- Formulating a written policy for Prayer and Liturgy
- Ensuring that there is a development plan for Prayer and Liturgy included in the school development plan
- Ensuring that Prayer and Liturgy is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that Prayer and Liturgy takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'
- Organising themes for Worship
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to Prayer and Liturgy including withdrawal from liturgical prayer
- Developing staff confidence and expertise e.g. through modelling different prayer styles

#### **Planning, recording, monitoring and evaluating**

- Maintaining and developing effective procedures and documentation
- Observing Acts of Prayer and Liturgy and providing feedback
- Informing the headteacher of standards and developments in Prayer and Liturgy

#### **Communication**

- Communicating to members of the school community the significance and content of Prayer and Liturgy
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards prayer
- Informing newly appointed colleagues of school policy regarding Prayer and Liturgy
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan Department for Education

#### **Professional development/Ongoing formation**

- Leading and organising in-service training and ongoing formation for Prayer and Liturgy, including liturgical prayer
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading

#### **Resources**

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