



Cardinal Newman Catholic Primary School

Prayer and Liturgy Policy



MISSION STATEMENT

To be a community of learners, believers and friends rooted in the values and teachings of the Gospel. We seek to enable every individual to develop his or her potential in the knowledge that they are uniquely created and loved by God.

Title	Prayer and Liturgy Policy
Approved and adopted by	Teaching staff, Head Teacher and Governors
Policy reviewed	November 2024
Committee Responsible	RE Leader/P&L Co-od /HT/DHT
New Review Date	November 2027

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) 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 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

In this section of the policy, an overview of the provision is given. It will outline when prayer and liturgy take place, and the daily and weekly pattern of prayer and liturgy offered in the school. It will also include when Mass is celebrated across the year, when there are opportunities for the Sacrament of Reconciliation, and when there are special liturgies. This section of the policy is similar to but less detailed than the Annual Plan of Provision. The Annual Plan of Provision will include, for example, dates, who is responsible, and much more detail.

5. Resourcing

Prayer and liturgy are central to the 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 will be furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

6. Training and formation

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.

7. Monitoring and evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, 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.

8. Review

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.

9. Our school context

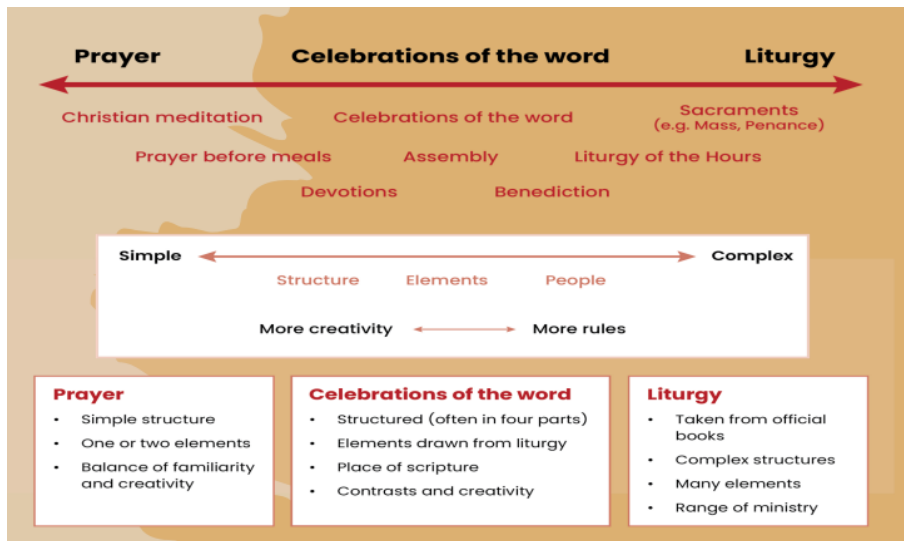
Catholic Schools have a particular mission to reveal to the children in their care, who Jesus is and to teach them how to know Him, love Him and follow Him. As with all relationships, knowing and loving someone depends on spending time with them, speaking to them and listening to what they have to say to us. This is what is meant by participation in prayer.

Everyone in our school community is invited to participate in every aspect of prayer and liturgy. This participation begins with presence in the celebration and may progress to more active participation through engaging the senses or reflecting on the content in relation to their own experiences.

All baptised Christians are baptised priest, prophet and king; all need to be ministered to at different times and as part of their journey, some may be called to minister to others. Pupils and staff who respond to the invitation to serve the community in this way will first be formed for their ministry so that they can enable others to meet Jesus from their own starting points.

Our school offers a rich diet of prayer and liturgy experiences for all children, on a continuum from least complex (spontaneous prayer and individual reflection) to more complex (Celebration of the

Word assemblies) to most complex (liturgies including the Mass, as the source and summit of Christian life). As children progress through our school, their ability to engage with



Prayer

Everyone is invited to take part in communal prayer, for example in classes at the beginning and end of each day, or at the beginning of meetings. Prayer can be led either by staff or children, with appropriate formation. Children of other faiths are invited to participate respectfully as far as their own faith permits them. All children are expected to maintain a respectful presence at times of prayer.

Celebration of the Word Assemblies

- When proclaiming the Gospel we always acclaim it liturgically – Alleluia / praise to you O Christ, king of eternal glory; acolyte candles and Gospel in procession. Children use the action of the crucem (three crosses). End with Praise to you Lord Jesus Christ
- When other Biblical scripture – process in silence; introduce as per first reading / psalm. End with Thanks be to God
- Scripture in assembly will be proclaimed by Lectors who have been formed in the ministry of proclaiming the Word of God

Mass

- Our whole school community are invited to join with us at Holy Mass in school. Our intention is to include everyone to participate with us in prayerful silence, joyful sung praise and in listening to the Word of God. We seek to make our actions prayerful and deliberate so that they can be recognised by the youngest children in our school community. All members of our community are invited to receive a blessing from the priest.
- During Mass, scripture will be proclaimed by Lectors who have been formed in the ministry of proclaiming the Word of God. Mass readings will be taken from Universalis where possible and appropriate; otherwise readings for the theme of the Mass will be drawn from the children's RE learning (in accordance with the RE Directory) and appropriate to the liturgical calendar.
- Altar servers will be drawn from those who have been formed for this ministry in their local parishes

- Children who have made their First Holy Communion in the previous academic year will be especially called to offer service in the Mass by presenting the gifts for consecration on behalf of the congregation
- Classes who have been active in preparing the Mass will process in with the priest to present a symbol linked to the liturgy before joining the congregation. They will all be invited to participate actively through their singing of the psalm and Mass responses and through silent reflection.
- At Holy Communion, all members of our community are invited to receive a blessing from the priest. Children in YR to Y3 will stand and be invited to have a blessing from the priest, indicated by placing their arms across their chest. After accepting the blessing, children are encouraged to make the Sign of the Cross.
- All children in Y4-6 will come forward to the priest or Extraordinary Minister of Holy Communion. All children are invited to approach the priest either with their arms placed across their chest to receive a blessing or in readiness to receive Holy Communion (if they have completed the First Holy Communion preparation in their Catholic parish). Class teachers will support and remind children of this process before each Mass.

Other Liturgies (e.g. Ash Wednesday, Crowning of Our Lady; Adoration)

- Ministries in all other liturgies will be carried out by children who have made their First Holy Communion and been formed for their roles.

Sacrament of Reconciliation

- All children are invited to come forward to a priest for a blessing, whether or not they have been prepared to receive the sacrament. The Sacrament of Reconciliation is available to all children who have made their first reconciliation after a period of preparation in their Catholic parish.

Music

“Music is integral to liturgy and celebrations of the word...Music highlights or gives prominence to the part of the liturgy where it is used. Therefore, the use of music matches the high points of the liturgy”. (PLD 6.2)

- All children are invited to participate fully in leading music during Mass, either through playing instruments, leading actions or singing.
- Music should be chosen to ensure that the text and the music fit the context of the liturgy and offer variety to develop a rich musical repertoire (see the school cycle of praise and worship document).
- Priority is given to singing the liturgical texts at Mass which include the Gospel Acclamation and the Mass setting.
- All music and hymns should reflect Catholic teaching and understanding of faith.
- Secular music where the text is consistent with Catholic teaching may be used in some forms of prayer assemblies.

Appendix 1 Annual Provision of Prayer and Liturgy (APOP)

Appendix 2 A&B Diocese Progression of Prayer

Appendix 1:

PRAYER AND LITURGY Cardinal Newman Catholic Primary School

AN ANNUAL PLAN OF PROVISION 2024-2025

	Daily	Weekly	Other	
Advent 1	<ul style="list-style-type: none"> Prayer before lunch End of day prayer. Decade of the Rosary in October 	<ul style="list-style-type: none"> Celebration of the Word Assembly whole school (SLT) Mission week Assembly Key stage assembly Class liturgy Prayer / Reflection in RE lessons (RE) Staff briefing prayer (HT) Prayer before meetings (SLT) Rosary on the playground in October (PC) Parent Rosary Prayer group 	<ul style="list-style-type: none"> INSET Celebration of the Word (SLT) Xavier Trust Mass Start of Year Mass with local clergy Feast Day Mass (Y5 lead)(Whole school) Xavier teacher staff INSET liturgy. Y6 Adoration; Y4 Adoration 	
Monitoring	Monitoring of classroom prayer in week 4.	Y6 PC evaluate Celebration of the Word assemblies.	Staff voice on the INSET PC children evaluate their assembly.	Action: <ul style="list-style-type: none">
Advent 2	<ul style="list-style-type: none"> Prayer before lunch End of day prayer. 	<ul style="list-style-type: none"> Celebration of the Word Assembly whole school (SLT) Mission week Assembly Key stage assembly Class liturgy Prayer / Reflection in RE lessons (RE) Staff briefing prayer (HT) Prayer before meetings (SLT) 	<ul style="list-style-type: none"> Remembrance book and Remembrance Day silence All Saints/All Souls Mass (Y6 lead) Advent Reconciliation Day – whole school adoration Staff Advent Reflection Advent Mass Nativity plays R-Y3 Carol service Y4-6 (in Parish – alternate years) Y5 Adoration 	
Monitoring	Monitoring of classroom prayer in week 9	Y6 PC evaluate Celebration of the Word assemblies.	PC children evaluate their assembly.	Action: <ul style="list-style-type: none">
Lent 1	<ul style="list-style-type: none"> Prayer before lunch End of day prayer. 	<ul style="list-style-type: none"> Celebration of the Word Assembly whole school (SLT) Mission week Assembly Key stage assembly Class liturgy Prayer / Reflection in RE lessons (RE) Staff briefing prayer (HT) Prayer before meetings (SLT) 	<ul style="list-style-type: none"> Epiphany Mass (Y4 lead) Deanery Mass (Staff and pupils) Ash Wednesday Liturgy CAFOD Fast Day activities Y4 adoration; Y6 adoration 	
Monitoring	Monitoring of classroom prayer in week 4.	Y6 PC evaluate Celebration of the Word assemblies.		Action
Lent 2	<ul style="list-style-type: none"> Prayer before lunch End of day prayer. 	<ul style="list-style-type: none"> Celebration of the Word Assembly whole school (SLT) Mission week Assembly Key stage assembly Class liturgy Prayer / Reflection in RE lessons (RE) Staff briefing prayer (HT) Prayer before meetings (SLT) 	<ul style="list-style-type: none"> 24 Hours for the Lord Adoration. Sacrament of Reconciliation Y4-6 Xavier INSET Liturgy Stations of the Cross for all in Chapel. KS2 Lent Mass (in parish – alternate years on penultimate Friday) Holy Week liturgies (SLT) Y5 adoration 	
Monitoring	Monitoring of classroom prayer in week 9.	Y6 PC evaluate Celebration of the Word assemblies.		Action

Pentecost 1	<ul style="list-style-type: none"> Prayer before lunch End of day prayer. 	<ul style="list-style-type: none"> Celebration of the Word Assembly whole school (SLT) Mission week Assembly Key stage assembly Class liturgy Prayer / Reflection in RE lessons (RE) Staff briefing prayer (HT) Prayer before meetings (SLT) 	<ul style="list-style-type: none"> Easter Mass (Y2 lead) Crowning of Our Lady Ascension Mass (Y1 lead) Y3 intro to adoration 	•
Monitoring	Monitoring of classroom prayer in week 4.	Y6 PC evaluate Celebration of the Word assemblies.		Action
Pentecost 2	<ul style="list-style-type: none"> Prayer before lunch End of day prayer. 	<ul style="list-style-type: none"> Celebration of the Word Assembly whole school (SLT) Mission week Assembly Key stage assembly Class liturgy Prayer / Reflection in RE lessons (RE) Staff briefing prayer (HT) Prayer before meetings (SLT) 	<ul style="list-style-type: none"> Whole School Adoration (Corpus Christi) Y3 adoration post-FHC St Peter and Paul / Going Forth Mass Y3 lead Good Shepherd Celebration with Bishop Richard. (Y4 PC) Y6 PC Retreat Y6 Retreat Day: Adoration & Mass EoY Thanksgiving Mass (Y6 lead) 	•
Monitoring	Monitoring of classroom prayer in week 9.	Y6 PC evaluate Celebration of the Word assemblies.		Action

Key:

CT Class Teacher

PC Prayer Council

RE R.E .Lead

SLT Senior Leadership Team

HT Headteacher

Appendix 2: Pupil-led Prayer and Liturgy Progression of Skills

Year	Liturgy	Prayer
YR	Recognising liturgical cloth colours Choosing a religious picture/statue/artefact for a prayer table	Making the Sign of the cross
Y1	Showing reverence and quiet when praying Closing eyes or hands together – beginning to recognise why we do this.	Joining in a traditional prayer e.g. Our Father Suggesting things to praise/ask for in prayer
Y2	Setting up a prayer table with appropriate liturgical cloth, religious artefacts, Bible and candle. Beginning to retell why we do this.	Learning one traditional prayer. Choosing and reading prayers from prayer books.
Y3	Choosing an appropriate theme for a Liturgy – based on the Liturgical year or world or class events. Showing Understanding of why this theme is appropriate. Choosing appropriate music or hymns for a liturgical theme	Learning a range of traditional prayers e.g. Our Father, Hail Mary, Glory Be,
Y4	Choosing a scripture reading for a Liturgy with adult training and support based on a theme from a range of given options. Showing understanding of why it is appropriate. Beginning to lead parts of the Liturgy e.g. reading the scripture – after adult training and support. Showing appropriate reverence.	Beginning to lead or write spontaneous prayers.
Y5	Planning and leading one part of a Liturgy with adult training and support – Either - <ol style="list-style-type: none"> 1) Gather - A prayerful way to gather – possibly to music and in a different way to a lesson 2) Listen - A relevant piece of Scripture to be read – based on the theme. 3) Respond - Lead a planned appropriate response – e.g. a drama, piece of artwork, question and response, a reflection, a prayer, etc. 4) Go Forth - Plan and lead an appropriate Go Forth activity to hold onto the experience – including preparing resources and following up any further response. Beginning to Explain why they made these choices in relation to the purpose of the Liturgy.	Join in a traditional set of prayers e.g. a decade of the Rosary or Examen or Lectio Divina
Y6	Planning and leading one (or more) part of a liturgy independently – either:-	Leading a decade of the Rosary or a Lectio

	<p>5) Gather - A prayerful way to gather – possibly to music and in a different way to a lesson</p> <p>6) Listen - A relevant piece of Scripture to be read – based on the theme.</p> <p>7) Respond - Lead a planned appropriate response – e.g. a drama, piece of artwork, question and response, a reflection, a prayer, etc.</p> <p>8) Go Forth - Plan and lead an appropriate Go Forth activity to hold onto the experience – including preparing resources and following up any further response.</p> <p>Explain why they made these choices in relation to the purpose of the Liturgy.</p>	Divina or Examen Prayer.
GDS Y6 or Trained Liturgy Leader groups.	<p>Independently planning a whole liturgy using the Gather, Listen, Respond, Go Forth format. Planning each stage appropriately based on a theme. Including:</p> <ul style="list-style-type: none"> - A prayerful way to gather – possibly to music and in a different way to a lesson - A relevant piece of Scripture to be read – based on the theme. - Lead a planned appropriate response – e.g. a drama, piece of artwork, question and response, a reflection, a prayer, etc. - Plan and lead an appropriate Go Forth activity to hold onto the experience – including preparing resources and following up any further response. <p>Self- Evaluate their choices in response to engagement of participants.</p>	Exploring and experiencing other Catholic prayer traditions e.g. Adoration, Divine Mercy, Visio Divina, Patron Saints.