

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

PRAYER AND LITURGY POLICY (To Love You More Dearly)



*We follow in St. Joseph's footsteps, building a community of love, trust, respect
and learning.*

Approved by: Governing Body

Date: February 2025

Last reviewed on: February 2025

Next review due by: February 2027

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1. THE CONTEXT OF THE 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;
- develop a mature spiritual life.’

(Markus 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, (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 1988, schedule 20; Instrument of government, clause 2).

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 legal Standards and Framework Act 1988, s.71(1A).

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 ‘Prayer and Liturgy’ music with which pupils in the school will be familiar.

‘Prayer and Liturgy’ is 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. ROLES AND RESPONSIBILITY

3.1. 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 who is responsible for ‘Prayer and Liturgy’ in the school (Prayer and Liturgy Coordinator); Mrs. Samantha Golding
- there is a named Governor who is responsible for ‘Prayer and Liturgy’ within the Governing Body: Father Joseph
- the ‘Prayer and Liturgy’ policy is updated regularly and shared with appropriate stakeholders;
- there is a budget for ‘Prayer and Liturgy’ that reflects its centrality to the life of a Catholic school.

3.2. 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 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.

3.3. 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 and Termly 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 a 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 the 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 feedback 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 (Father Joseph) and parish (Our Lady Queen of Heaven Church)
- liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

OVERVIEW OF PRAYER AND LITURGY PROVISION

4.1. Year Groups

4.1.1. Reception

After the first half term children in Reception begin to attend different assemblies alongside whole school and take part in acts of worship.

On a Thursday classes have individual acts of worship hosted inside their classrooms. These are led by pupils with support from teachers.

4.1.2. Key Stage 1 (Year 1 - 2)

DAY	HOW	HOW LONG
Monday	Whole Gospel Collective Worship	20 mins
Tuesday	Global collective worship (with CST focus)	20 mins
Wednesday	Collective Worship through Hymns	20 mins
Thursday	Class Collective Worship (link to Mondays worship)	20 mins
Friday	Celebration worship (Weekly Achievement)	20 mins

4.1.3. Key Stage 2 (Year 3 - 6)

DAY	HOW	HOW LONG
Monday	Whole Gospel Collective Worship	20 mins
Tuesday	Global collective worship (with CST focus)	20 mins
Wednesday	Collective Worship through Hymns	20 mins
Thursday	Class Collective worship (link to Mondays worship)	20 mins
Friday	Celebration worship (Weekly Achievement)	20 mins

4.2. WHEN

Worship takes place daily:

- during assemblies;
- classroom worship;
- at the beginning and end of each day;
- before and after lunch;

We have special acts of worship:

- Advent and Lent;
- Christmas and Easter;
- Special circumstances - CAFOD, Remembrance;
- Catholic Social Teaching;

We celebrate Mass:

- Holy Days of Obligation;
- Beginning of the school year Mass;
- End of the school year;
- Class masses (Summer term)
- Special circumstances/anniversaries;

4.3. LOCATIONS

Our acts of worship take place in the:

- classroom
- school hall
- church

4.4. PRAYER

The hall and each classroom have a focus area for prayer.

Children are taught many prayers during their time at school and by the end of Key Stage 2, we would expect our children to know the prayers stated in the, Religious Education Directory. Children are given Prayer booklets for school and home (EYFS, KS1, LKS2 and UKS2).

There is a focus prayer for every month of the school year. The children are taught the meaning of each prayer, which is displayed in the classroom and prayed at the end of each Religious Education lesson.

Children are also encouraged to pray in their heart during quiet or reflective times.

In class, children have the opportunity to compose their own prayers and share with others if they wish.

We also pray when we sing and once a week, we gather together to sing hymns, old and new.

4.5. STRUCTURE

We endeavour to include a balance between:

- scriptures
- prayers,
- stories,
- drama,
- silence,
- meditations and songs

This is whilst listening, responding, thinking, and sharing.

5. RESOURCES AND RESOURCING

We use a range of resources to enhance collective worship including artefacts, CDs, DVDs, books, posters, visitors, consumables, natural world items.

‘Prayer and Liturgy’ is 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 and dedicated spaces for ‘Prayer and Liturgy’.

The Catholic character of the school is reflected in the religious artifacts and images on display throughout the building.

Dedicated spaces for ‘Prayer and Liturgy’ are appropriately furnished and maintained; and updated to reflect the church’s liturgical season.

Staff training and formation costs will be funded separately to ensure that the staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

MONITORING, EVALUATION AND REVIEW

The Religious Education Co-ordinator (Mrs Samantha Golding) is responsible for carrying out monitoring in accordance with the school’s policies.

Monitoring and evaluation of the quality and impact of ‘Prayer and Liturgy’ will take place regularly, and at least annually. It will 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.

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

LINKS WITH THE COMMUNITY

Parents are invited to many of our acts of worship such as school masses and reconciliation services.

The school supports and actively fundraises for CAFOD, Brentwood Catholic Children’s Society, British Legion Poppy Appeal and other charities throughout the school year.

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.

RE including 'prayer and liturgy' as standing agenda items on the class teachers and LSA staff meeting agendas.

Appendix 1: Annual plan of provision

	Date
Whole School Mass	16th September 2024
All Saints Mass	4 th November 2024
Remembrance Service	11 th November 2024
Advent Service	2 nd December 2024
EYFS and KS1 Nativity	17 th - 18 th December 2024
Christingle Service	20 th December 2024
Jubilee Mass	8 th January 2025
Jubilee Launch Day - Pilgrims of Hope	24 th January 2025
Ash Wednesday Mass	5 th March 2025
Holy Week Focus	
St Joseph's Day Mass - Feast Day	19th March 2025
Stations of the Cross	31st March 2025
Class Masses	TBC Summer Term
Assemblies	
Whole Gospel Collective Worship (Lead by Mrs Samantha Golding)	Weekly
Global Collective Worship (with CST focus) (Lead by Mrs May Dixon)	Weekly
Collective Worship through Hymns (Lead by Mrs Ashleigh Varley)	Weekly
Celebration Worship (Celebration of Weekly Achievements Lead by Mrs Samantha Golding)	Weekly
Prayer	
Morning, before lunch, after lunch and end of day prayers	Daily
Prayer of the Month after every RE lesson	Daily

Appendix 2: Termly plan of provision

Autumn Term	Year Groups	Date
Beginning of Year	Whole School	Monday 16th September 2024
All Saints Mass	Whole School	Monday 4 th November 2024
Remembrance Service	Whole School	Monday 11 th November 2024
Advent Service	Whole School	Monday 2 nd December 2024
EYFS and KS1 Nativities	EYFS and KS1	Tuesday 17 th - 18 th December 2024
Christingle Service	Whole School	Friday 20 th December 2024
Whole Gospel Collective Worship (Lead by Mrs Samantha Golding)	All Year Groups	Monday Weekly
Global Collective (with CST focus) (Lead by Mrs May Dixon)	All Year Groups	Tuesday Weekly
Collective Worship with hymns (Lead by Mrs. Ashleigh Varley)	All Year Groups	Wednesday Weekly
Celebration Worship (Weekly Achievements Lead by Mrs Samantha Golding)	All Year Groups	Friday Weekly
Morning, before lunch, after lunch and end of day prayer	Whole School	Daily
Prayer of the Month	Whole School	Daily
Spring Term	Year Groups	Date
Epiphany Celebration of the Word	All Year Groups	5 th January 2025
Candlemas		2 nd February 2025
Ash Wednesday Mass	Whole School	Wednesday 5th March 2025
Whole Gospel Collective Worship (Lead by Mrs Samantha Golding)	All Year Groups	Monday Weekly
Global Collective (with CST focus) (Lead by Mrs May Dixon)	All Year Groups	Tuesday Weekly
Collective Worship with hymns (Lead by Mrs. Ashleigh Varley)	All Year Groups	Wednesday Weekly
Celebration Worship (Weekly Achievements Lead by Mrs Samantha Golding)	All Year Groups	Friday Weekly
Morning, before lunch, after lunch and end of day prayer	Whole School	Daily
Prayer of the Month	Whole School	Daily
Summer Term	Year Groups	Date
Ascension of the Lord		
Pentecost Celebration of the Word		
St Peter and Paul Feast Day		
Class Assemblies	All Year Groups	TBC
End of Term Mass	Whole School	
Whole Gospel Collective	All Year Groups	Monday Weekly

Worship (Lead by Mrs Samantha Golding)		
Global Collective (with CST focus) (Lead by Mrs May Dixon)	All Year Groups	Tuesday Weekly
Collective Worship with hymns (Lead by Mrs. Ashleigh Varley)	All Year Groups	Wednesday Weekly
Celebration Worship (Weekly Achievements Lead by Mrs Samantha Golding)	All Year Groups	Friday Weekly
Morning, before lunch, after lunch and end of day prayer	Whole School	Daily
Prayer of the Month	Whole School	Daily

Appendix 3: Prayer of the Month

Month	EYFS	Key Stage 1	Lower Key Stage 2	Upper Key Stage 2
September	The Sign of the Cross Daily Prayers	The Sign of the Cross Daily Prayers	Prayer of St Richard of Chichester	Prayer of St Richard of Chichester
October	The Sign of the Cross Daily Prayers	Hail Mary	Hail Mary	The Rosary
November	The Sign of the Cross Daily Prayers	The Lord's Prayer	The Lord's Prayer	The Lord's Prayer Eternal Rest Prayer
December	The Sign of the Cross Daily Prayers	Angel of God	Angel of God	The Magnificat
January	The Lord's Prayer	Lord Have Mercy	The Apostles Creed	The Apostles Creed
February		Act of Faith	Act of Faith	Act of Faith
March		Act of Contrition	Act of Contrition	Act of Contrition
April		Glory be to the Father	Come Holy Spirit	Come Holy Spirit
May	Hail Mary	Hail Mary	The Angelus	The Angelus
June		Act of Hope	Act of Hope	Act of Hope
July		Act of Love	Act of Love	Act of Love

Appendix 4

The Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil.

The Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory be to the Father...

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen.

Grace before meals

Bless us O God as we sit together

Bless the food we eat today

Bless the hands that made the food

Bless us O God. Amen

Grace after meals

Thank you, God, for the food that we have eaten Thank you, God, for all our friends Thank you, God, for everything Thank you, God. Amen

The Apostles' Creed

I believe in God, the Father almighty Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Act of Contrition

O my God, because you are so good, I am very sorry that I have sinned against you, and with the help of your grace, I will not sin again.

Angel of God

Angel of God, my guardian dear,
to whom God's love commits me here,
ever this day be at my side,
to light and guard,
to rule and guide. Amen.

Come, Holy Spirit

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you will renew the face of the earth.

Let us pray

O God, who by the light of the Holy Spirit, did instruct the hearts of your faithful, grant that by that same Holy Spirit, we may be truly wise, and ever rejoice in your consolation, through Christ our Lord. Amen.

Prayer of St Richard of Chichester

Thanks be to you, my Lord Jesus Christ, for all the benefits which you have given me, for all the pains and insults which you have borne for me. O most merciful Redeemer, friend and brother, may I know you more clearly, love you more dearly, and follow you more nearly, day by day. Amen.

Morning Offering

O Jesus, through the most-pure heart of Mary, I offer you all my prayers, thoughts, works and sufferings of this day for all the intentions of your most Sacred heart.

The Rosary

The Joyful Mysteries

(Recited Monday and Saturday)

The Annunciation (Luke 1:26-38)

The Visitation (Luke 1:39-45)

The Nativity (Luke 2:1-7)

The Presentation in the Temple (Luke 2:22-35)

The Finding in the Temple (Luke 2:41-52)

The Mysteries of Light

(Recited Thursday)

The Baptism of Jesus (Matthew 3:13-17)

The Wedding Feast of Cana (John 2:1-12)

The Proclamation of the Kingdom, with the call to Conversion (Mark 1:14-15; 2:3-12)

The Transfiguration (Luke 9:28-36)

The Institution of the Eucharist (Matthew 26:26-29)

The Sorrowful Mysteries

(Recited Tuesday and Friday)

The Agony in the Garden (Mark 14:32-42)

The Scourging at the Pillar (Matthew 27:15-26)

The Crowning with Thorns (Matthew 27:27-31)

The Carrying of the Cross (John 19:15-17; Luke 23:27-32)

The Crucifixion (Luke 23:33-38, 44-46)

The Glorious Mysteries

(Recited Wednesday and Sunday)

The Resurrection (Matthew 28:1-8)

The Ascension (Acts 1:6-11)

The Descent of the Holy Spirit (Acts 2:1-12)

The Assumption (1 Thessalonians 4:13-19)

The Coronation of Mary Queen of Heaven and Earth

(Revelation 12:1; 14:1-5; Isaiah 6:1-3)

Prayer concluding the Rosary

[Hail, Holy Queen, etc. as above]

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray.

God, whose only-begotten Son, by his life, death and resurrection, has purchased for us the rewards of eternal life, grant, we beseech thee, that meditating on these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

The Magnificat

My soul proclaims the greatness of the Lord, and my spirit rejoices in God my Saviour, for he has looked upon his handmaid in her lowliness; for behold, from this day forward, all generations will call me blessed. For the Almighty has done great things for me, and holy is his name. His mercy is from age to age for those who fear him.

He has made known the strength of his arm, and has scattered the proud in their conceit of heart. He has cast down the mighty from their thrones and has exalted those who are lowly. He has filled the hungry with good things, and has sent the rich away empty.

He has helped his servant Israel, mindful of his mercy, even as he promised to our fathers, to Abraham and his descendants for ever.

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

Act of Faith

My God, I believe in you and all that your Church teaches, because you have said it, and your word is true.

Act of Hope

My God, I hope in you, for grace and for glory, because of your promises, your mercy and your power.

Act of Love

My God, because you are so good, I love you with all my heart, and for your sake, I love your neighbour as myself.

The Angelus

The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary...

V. And the Word was made flesh.

R. And dwelt among us.

Hail Mary...

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray;

our forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Hail, Holy Queen (Salve Regina)

Hail, Holy Queen, Mother of Mercy, Hail our life, our sweetness and our hope! To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn, then, most gracious Advocate, thine eyes of mercy toward us, and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.