St Andrew's Catholic Primary School

Policy for Prayer and Liturgy





OLAAS MAC

Date of previous update	**April 2024**
Date of last update	**September 2026**
Date agreed and ratified by the governing body or management committee	**September 2026**
Date of next full review	**September 2028 (Unless there are changes)**

SCHOOL MISSION STATEMENT

'To Live, Love and Learn together, as Witnesses for Christ'
BDES MISSION STATEMENT

Forming Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

1. The Context of this Prayer and Liturgy Policy

"Joining Jesus in praise of the Eternal Father, and united by the Holy Spirit in making intercession for the world through prayer and liturgy, lies at the heart of the daily life of the school."
(Prayer and Liturgy Directory: To love You more dearly, Bishops' Conference of England and Wales, 2023).

Prayer and liturgy are at the heart of our Catholic school, shaping our identity, nurturing faith and strengthening our relationship with Christ. This policy reflects the vision of To Love You More Dearly: The Prayer and Liturgy Directory for Catholic Schools, Academies and Colleges in England and Wales, the mandatory framework for prayer and liturgy in all Catholic schools in England and Wales.

As a member of the Our Lady and All Saints (OLAAS) Catholic Multi Academy Company, we are committed to working in partnership with our family of schools and the wider Church to promote excellence in Catholic education. Through prayer, liturgy and service, we seek to fulfil our missionary vocation, forming disciples who live the Gospel and contribute to the life and mission of the Church.

At St Andrew's Catholic School, we aim to be a community which shows love of God and one another. We pray to God together and worship Him as a school and as part of St Andrew's parish.

At St Andrew's Catholic School, prayer and liturgy are integral to developing the children's relationship with Christ. Gospel values are embedded in all that we do with Christ at the centre. Prayer and liturgy are central to our Catholic ethos, and we expect all staff to lead and model good practice in prayer. It provides an opportunity for all to reflect on God's word and to celebrate and respond to the beliefs and attitudes which characterise Christian life.

At St Andrew's Catholic School, we strive to provide a wide variety of prayer and liturgy, which will deepen the pupils' sense of belonging to the faith community of our school and to the wider church. Children take an active role in planning, leading and evaluating prayer and liturgy. We believe prayer and liturgy remembers and celebrates God's work in our lives. It celebrates His presence amongst us today and allows children and staff the opportunity to be joined with Him.

Prayer and liturgy refer not only to whole school gatherings but to those acts of worship which take place in several different settings and groupings of people in and around the school. In our school, prayer and liturgy take many forms, including prayer, song, assemblies, meditation and liturgies. We strive to provide many opportunities for the children to develop their relationship with God. Children are encouraged to meditate and reflect deeply on the Gospel values and carefully consider how these will impact their lives and the lives of others.

We also recognise the rich multicultural society within which we live. We reflect other cultures in our worship and teachings where appropriate. We explore other faiths to enable us to deepen our understanding of our own faith.

2. Statement of Requirement

All Catholic schools in England and Wales are required by law (Section 70, 1988 Education Act) to take part in an act of collective worship (prayer and liturgy) on each school day, which must be in accordance with the Bishops' Conference of England and Wales. In Catholic schools, this is therefore "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)

Furthermore, To Love You More Dearly: The Prayer and Liturgy Directory for Catholic Schools, Academies and Colleges in England and Wales provides the mandatory framework for prayer and liturgy in Catholic schools and colleges, setting out the expectations and principles that must inform school practice. Prayer and liturgy are therefore both a statutory and ecclesial requirement, but more importantly they are central to the spiritual formation, Catholic identity and mission of St Andrew's Catholic School.

The law requires all academy 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). However, in accordance with the Prayer and Liturgy Directory: *To love You more dearly*, school will engage in sensitive and respectful dialogue with parents seeking withdrawal, ensuring that they understand the nature, purpose and centrality of prayer and liturgy within the life and mission of a Catholic school before any decision is made. Parents will be made aware that prayer and liturgy are integral to the distinctive Catholic character of the school and form an important part of pupils' spiritual development.

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 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, formation and time 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 Lead

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
● As required by the Prayer and Liturgy Directory, the school maintains an Annual Plan of Provision (APOP), which outlines, coordinates and evaluates the prayer and liturgical life of the school throughout the year, ensuring that provision is intentional, progressive and aligned with the Church's Liturgical Calendar. **(Appendix 1)**
● 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, delivery and evaluation 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 accordance with To Love You More Dearly: The Prayer and Liturgy Directory for Catholic Schools, Academies and Colleges in England and Wales, prayer and liturgy are central to the life and mission of Our St Andrew's Catholic School. Prayer and Liturgy are planned, celebrated and evaluated as a fundamental expression of the school's Catholic identity and are integrated into the daily, weekly and seasonal life of the school.

Opportunities for acts of Prayer and Liturgy at St Andrew's Catholic Primary School

Dedicated Class Time

- Prayers will be said in class four times a day (morning, before lunch, after lunch, and end of the day). This follows the pattern of prayer within the Church. Children may be selected to lead prayers during this time.
- Special intention prayer times will be delivered by class teachers, when appropriate, to respond to the needs of the community or to a key event.
- Prayer and Liturgy will take place weekly, providing a balance of teacher-led and adult-led sessions. These opportunities will enable children to develop their prayer life through learning the traditional prayers allocated to their year group, observing positive role models for prayer, and experiencing a variety of different ways to pray.
- Pupil-prepared prayer (PPP) and liturgy sessions take place weekly normally on a Tuesday.

Assemblies

- Monday assembly takes place for the whole school each week and is known as 'Celebration of the Word. This assembly provides the children with an opportunity to reflect upon the meaning of the Gospel from the previous Sunday. Celebration of the Word Assembly is led by the Headteacher, Deputy Headteacher or Assistant Headteacher.
- Occasionally, guest speakers will be invited to lead assemblies.
- Celebration assemblies take place in each phase every week. This assembly focuses on celebrating the gifts and talents of children and how we can use these for the good of others.
- Hymn Practice takes place every second week

Mass

- Throughout the year, there will be opportunities for the school and parish community to come together in worship and participate in the Mass.
- Children will be given every opportunity to participate in the preparation and leading of Mass.
- Each Class is allocated Masses throughout the year to prepare and lead.
- Whole School Mass is celebrated at the beginning and end of each term and on Holy Days of Obligation.
  Appendix 1 outlines the structure of the Mass

Staff Prayer

- Every week, there is an opportunity for staff to attend staff prayer. This takes place on a Monday morning during staff briefing.
- Staff members are encouraged to lead this prayer on a rota basis each week.
- Prayer and reflection also form part of the weekly staff meeting.
- Extended prayer or the celebration of Mass is planned into some INSET days.

Retreat Experiences

- We aim to offer all students an off-site retreat experience during their time at St Andrew's Catholic Primary School e.g. First Holy Communion and Confirmation Retreat Days.
- Other retreat days are organised for the whole school in line with our CST principles.

Raising Awareness of Prayer and Liturgy

- As a Catholic school, we recognise the importance of positive role models and examples in the school community. As such it is important to promote, inform and report to stakeholders about Prayer and Liturgy.
- The Headteacher reports to governors at termly Catholic Education Committee meetings.
- Staff use social media to celebrate the opportunities of Prayer and Liturgy presented to children.
- The weekly newsletter also highlights the importance of Prayer and Liturgy within our School Community, and examples of this are celebrated within the school.

Planning Prayer and Liturgy

When planning any services, we use the Gather, Word, Respond and Mission model. This model reflects the four parts of the Mass, and it is a good basis on which to plan prayer and liturgy. When planning prayer and liturgy, it reflects the theme or liturgical season of the church where appropriate. *(For example*: *not singing Alleluia during a Lenten worship or having a lively upbeat service for a Reconciliation service*.) Staff allow the children to feel differences in the mood of the Liturgical Calendar and to experience a variety of prayer and liturgical opportunities to further their spiritual self. **Appendix 2 gives suggestions on how to plan acts of prayer and liturgy based on this model.**

Pupil-prepared Prayer and Liturgy

As the children grow in age and confidence, they can take a more active part in the planning and delivery of prayer. Every week, a group of children in each class will lead an age-appropriate prayer and liturgy for their class, with every child given the opportunity to lead (as part of a group). Children will learn how to choose a theme and lead a Gather, Word, Respond and Mission format, however, creativity with their approach is encouraged, with the ultimate ambition that children are all allowed to develop their relationship with God.

Planning Assemblies

Assemblies follow a similar format to the Mass. These assemblies are based on themes relevant to the community, a celebration taken from the Liturgical Calendar or the Gospel from the Sunday**.**
Appendix 6 contains an example plan for an assembly.

Displays for assemblies follow the colours of the liturgical seasons:
Green – Ordinary Time
Purple – for Lent (sign of sorrow and kingship)
Purple– for Advent
White - Christmas
White and Gold – Eastertide
Red - Pentecost

In addition, key symbols, icons or visual aids could be used in the display, e.g., a bowl of water, pictures of the disciples, a fishing net, fish to reflect on the Calling of the disciples.

Common Prayers

Children learn common prayers 'by heart'. Prayers are introduced gradually according to each key stage, with sensitivity to the age, personal development, and capacity of the pupils in the school. **Appendix 3** is a list of common prayers taught across the school.

Prayer Spaces
All classrooms have attractive prayer areas that include liturgical images, artefacts, school, and class prayers. These are updated in accordance with the Liturgical Year, and children are encouraged to have an input in each display. Our prayer garden provides a wonderful outdoor environment for prayer and reflection.

Prayer Buddies
Children in Years 5 and 6 have prayer partners in Rec and Y1, respectively. They attend whole school Masses together and join together for other prayer sessions during different liturgical times of the year.

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; prayer and liturgy (and RE) are given priority funding, including staff time 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 are furnished and maintained as such and updated to reflect the Church's liturgical season. Staff training and formation costs are funded separately to ensure that all staff can fulfil their responsibility to contribute to the prayer and liturgical life of the school.

Each class has artefacts and fabrics suitable for all seasons of the liturgical year, statues, posters and age-appropriate Bibles. New resources are purchased when necessary.

Other resources are available, including:
- Other faiths resources
- Collection of RE reference books on a variety of topics

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 and formation 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 involve all key stakeholders: pupils, parents, staff, clergy, and governors. Termly reports are included in the Headteacher's Report to governors. Areas for development will be identified, and issues raised will be actioned and evidenced as appropriate.

Prayer and liturgy will be subject to systematic monitoring and evaluation. Formal evaluation will take place at least on a half-termly basis by all relevant staff.

Evaluation records will be maintained and scrutinised by the Prayer and Liturgy Co-ordinator, who will identify strengths, areas for development and appropriate actions. The Catholic Life Governor will regularly review these records and, where appropriate, provide challenge and support to ensure compliance with the Prayer and Liturgy Directory and the continuous improvement of prayer and liturgy across the school.

8. Review

This Prayer and Liturgy policy has been approved and adopted by the governing body in Autumn 2026 and will be reviewed on a 2-year cycle.

Mr Carroll– Headteacher.
Miss Ghanbari – Deputy Headteacher
Mrs McElwee- Assistant Headteacher
Mr Carroll – Prayer and Liturgy co-ordinator
Sister Susan– RE Link Governor

Appendix 1 The Structure of the Mass

	Part of Mass	Notes	Music
 **Introductory Rites** **' Gather '**	Entrance Song	Should reflect the "Gathering" of people and the theme for the Mass (or season)	Gather, Here In This Time, All Powerful, Spirit come and meet me here
	Entrance antiphon	We meet God as we gather together	Should be reflected in entrance song
	Sign of the cross/ greeting	Our sense of identity/ belonging	
	Penitential Rite	We pray for forgiveness, ideally in positive statements, "You forgave our sins, we offer the times we have not listened" Finish with Lord have mercy or something similar	Lord Have Mercy
	Gloria	Church's song of joy, good to use as an PPT during an assembly (Look for the Trinity in sung versions) Not sung during Lent/Advent	Words must be the same Should be sung
	Opening Prayer	Allows a pause for the prayers to be gathered and given up.	
Liturgy of the Word **'Word'**	First Reading	Old Testament in general links to the Gospel	
	Responsorial Psalm	Response to the proclaimed word	Should be sung
	Second Reading	New Testament Doesn't always relate to the Gospel, but a letter may be read over several weeks.	
	Gospel Acclamation (Highlight in the Mass)	Alleluia means "Praise God" and is an acclamation so should be sung! Not sung during Lent	Come O Lord (during Lent)
	Gospel	Gospel could be acted out, signed, or read	
	Homily		
	Creed		

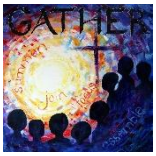
	Prayers of the Faithful	General guidance is 1) Church 2) World 3) Local community 4) Any other needs (x ?) 5) Mary Responses to prayer: Lord hear us/ Lord graciously hear us Lord in your mercy/ hear our prayer	O Lord hear our prayer, when I call, answer me.
Liturgy of the Eucharist (Means "Thanksgiving") **'Respond'**	Preparation of the gifts	Significance of this part is that the bread and wine represent us, they have been made with the work of human hands. (Bread and wine should be last in a procession)	Hymns should have words bread and wine (not blood and body)
	Sanctus	Eucharistic prayer is the prayer of the church that joins us with heaven. Sanctus should be sung "…and so we join with all the choirs of angels as we join them in their unending hymn of praise"	CJM Mass of St Jude Mass of St Bernadette
	Lord's Supper	We invoke the Holy Spirit to transform the bread and wine- words of institution are used, Jesus' command "Do this in memory of me"	
	Memorial Acclamation (Highlight in the Mass)	High point of the Mass- our response to what has just happened	CJM Mass of St Jude Mass of St Bernadette
	Great Amen	Should be with gusto. Amen means "I agree/ believe" and it should be highlighted	Various sung responses using "Amen"
	Our Father	Should be joined in by all the congregation whether it is sung or said.	Echo, Weiner, Mike Stanley
	Sign Of Peace	Getting us ready to receive Jesus, He is with us now and the actions are important forms of prayer.	
	Breaking of Bread	Breaking of bread covers the fourth action by Jesus. A piece of the host is placed in the chalice. This is a historical link to the Early Church.	

	Communion	We become in union with Christ symbolic as one body. This is our food for our journey to eternity, The prayer after communion gives us a foretaste of the banquet we will receive in heaven.	Hymns should reflect Christ's body and blood in union
Concluding Rite (The "Go Forth") **'Mission'**	Blessing	We thank God for the gift of Christ we have received and the effect on our lives. We are blessed and dismissed to go forth and make a better world	
	Recessional Hymn	Should be relevant to elements of the Mass or reflect the dismissing.	Should reflect the "Mission" element- we are going out to spread the Word.

Appendix 2

1. Gather

Opening hymn/ song/ Taize chant (Song – Gather)



Dimmed lighting

Light on a cross or object

Procession

Greeting/introduction

Prayer

An action – sign of peace/ lighting candle/ confession of sin

Slide/ visual aid

Poem

Short drama

2. Word

Psalms (spoken/ sung)



New Testament reading

Old Testament reading

Gospel acclamation (Come O Lord)

Gospel (processed in by a child)

Drama of Gospel / Media Stimuli / Artwork

Secular writing e.g. poem, speech "I have a dream"

Meditation

Use of Taize or classical music in the background whilst listening

3. Respond

Symbol	Significance	Activity/ action	Theme
Water	Recalling Baptism Cleansing	Signing or washing hands with holy water (anyone can bless holy water with a simple prayer) Blessing each other with holy water	Christian unity Reconciliation Church Family Life
Ice	Coldness of heart Sin	A block of ice used (melts with the sin) individuals go and touch the ice after reconciliation, individuals bring up an ice cube	Reconciliation
Light (candles)	Christ the Light, light of faith, hope, stillness, peace	Individuals light candle, Dimmed light and focus on candles around a cross, night lights (MP3 First Light)	Church, Christian unity
Oil	Dedication, vocation, healing	Anointing of hands with oil, using oil on forehead	Church, thanksgiving
Hands	Peace 	Making the sign of peace, laying of hands on one another (MP3 Break the Chains), paper hands placed by individuals as an offering of their own hands	Healing
Prayers		Asking, thanking, silent prayers, use of music (e.g. Litany to the Father/ Lord May Your Kingdom Come)	Prayer/ intercession
Incense	Prayer	Incense sticks burned as a fragrant offering	Prayer/ intercession
Stone	Sorrow/ burden	Each person lays a stone at the foot of a cross	

4. Mission

Renewal of baptismal promises

Final prayer

A "Mission" to take away

Final hymn/ prayer/ poem to conclude



What will you do today to spread the Good News?

Appendix 3 Prayers taught across school

Age phase	**5-7 (KS1)**	**7-9 (Lower KS2)**	**9-11 (Upper KS2)**
Prayers	The Sign of the Cross The Lord's Prayer Hail Mary Glory be Grace before meals Grace after meals	*The Apostles' Creed* *An Act of Contrition* *Angel of God* *The Prayer of St Richard of Chichester* *Act of Faith* *Act of Hope* *Act of Love*	*The Rosary* *The Magnificat* *Prayer to the Holy Spirit*