



**St. Charles Borromeo**  
CATHOLIC PRIMARY SCHOOL  
AND NURSERY

## **Policy for Prayer and Liturgy**

This policy has been approved and adopted by St  
Charles Borromeo Catholic Primary School

Last reviewed – October 2023

Next review – October 2025

# St Charles Borromeo Mission Statement

We will **grow** in our Catholic faith by praying and worshipping together.

We will work hard so that we can **learn** and be the best that we can be.

We will **work** together in our families, school, and parish and with those both near and far to make our world a better place for us all.

We will **follow** the example of Jesus and his teachings in all that we say and do.

## Policy for Prayer and Liturgy

In keeping with our Mission Statement above, we believe that Christian liturgy 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 liturgy for all pupils. (This can take place at any time during the school day and can be either a single act of liturgy for all pupils, or separate acts of liturgy 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 Key Stage, class liturgies and assemblies are distinct activities. They may sometimes form part of the same gathering, but the difference between the two will always be made clear.

Parents have a right to withdraw their child from prayer and liturgy. However, given the importance of prayer and liturgy in a Catholic school, parents and prospective parents need to 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.

Any liturgy is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education.

In this school, responsibility for arranging prayer and liturgy rests with the Governing Body after consultation with the Headteacher and RE Lead.

### **THE PLACE OF PRAYER AND LITURGY IN THE LIFE OF OUR SCHOOL**

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.

It will be an educational activity or experience to which all can contribute and from which all can gain.

Liturgy in this school is more than just a legal requirement. It is an integral part of school life and central to the Catholic ethos of our school.

### **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.

### **PRINCIPLES OF PRAYER AND LITURGY**

All liturgies in this school will:

- Give glory and honour to God
- Be a quality experience, fundamental to the life of the school and its Catholic character
- Give children positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church.

Celebrations will:

- be short and appropriately paced
- be simple, including a range of experiences offered in a variety of groupings and in a variety of settings.

## TIMETABLE FOR COLLECTIVE WORSHIP

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Key Stage 1</b>	Assembly Liturgy 10.30-10.45am	Class Liturgy	9.20-9.50am Whole school Collective Worship and Hymn Practice  Led by Mr Holt / Mrs Brown / Miss Willcox	Class Liturgy	10.00-10.30am Whole school Assembly  Led by Mr Holt / Mrs Curtis / Miss Willcox
<b>Key Stage 2</b>	Class Liturgy	Assembly Liturgy 10.15-10.30am		Class Liturgy	

## PLANNING AND DELIVERY OF PRAYER AND LITURGY

Liturgies are planned:

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

The format for liturgies in school will be:

- **Gather – how we come together, the setting, the environment (quiet reflective music, lighted candles, icons etc.)**
- **Proclaim – every liturgy will centre around 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.**
- **Respond – 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)**
- **Go Forth – giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives.**

## ASSEMBLIES

Key Stage assemblies take place weekly and are led by teachers although children are asked to participate where relevant. During the academic year, each class in the school has the opportunity to prepare and deliver a class assembly. These assemblies are presented to the whole school community with parents from the class invited to attend.

## **EUCCHARIST**

The celebration of the Eucharistic take place at the beginning and end of each term. During the school year, children from Year 1 to Year 6 will plan either a beginning or end of term Mass.

All staff invite Fr. Con into their classrooms for class masses. Year 2 have a special class mass for Mother's Day.

We also gather together as a school community to share the Eucharist on Holy Days or special feast days e.g. the feast of St Charles Borromeo. Other special occasions are also celebrated e.g. Year 3 prepare a special Mass after they have made their First Eucharist, which gives the school community the opportunity to come together to celebrate this special sacrament with them.

The same general principles will apply to planning a Eucharistic celebration as other acts of prayer and liturgy, therefore opportunities for children to participate will be maximised.

## **MONITORING AND EVALUATION**

The school's provision of liturgies will be evaluated by the R.E. Lead, SLT and governors 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 liturgies.

## **RESOURCES**

Teacher resources, assembly books, assembly plan are located in the staffroom. In each classroom, the children have access to a range of resources including:

- Cloths in the colours of the Liturgical year
- Candles
- A variety of objects and artefacts e.g. stones, shells, statues
- Music/CDs can be accessed in the Headteacher's office. John Burland's music is on Sharepoint.

## **SPECIAL EDUCATIONAL NEEDS**

It is the responsibility of each class teacher to ensure that every child can participate in prayer and liturgy, including those with additional needs.

## **THE ROLE OF THE PRAYER AND LITURGY LEAD**

The R.E. Lead is also the co-ordinator for prayer and liturgy.

- Formulating a written policy for prayer and liturgy
- Ensuring that there is a development plan for prayer and liturgy
- Ensuring that prayer and liturgy is appropriate to the age, aptitudes and family backgrounds of pupils
- Ensuring that prayer and liturgy takes account of the religious and educational needs of all who share in it
- Organising themes for Prayer and Liturgy
- Assisting the governors and Headteacher to carry out their legal responsibilities with regard to prayer and liturgy

The lead is also responsible for the monitoring and evaluation of prayer and liturgy. This task involves:

- Maintaining and developing effective procedures and documentation
- Observing acts of prayer and liturgy
- Informing the Headteacher of standards and developments in prayer and liturgy

The lead will also:

- Communicate to members of the school community the significance and content of acts of prayer and liturgy
- Lead and organise in-service training and ongoing formation for prayer and liturgy
- Attend appropriate in-service courses and report back
- Report to and consult with the governors and Headteacher regarding matters of concern and development
- Act as consultant to colleagues
- Encourage positive attitudes towards prayer and liturgy
- Inform newly appointed colleagues of school policy regarding Prayer and Liturgy
- Communicate with parents, governors and the parish community
- Liaise with the parish priest
- Liaise with other school RE Leads at termly, Xavier Trust meetings.
- Liaise with the Diocesan RE Centre at The Philip Howard Centre
- Evaluate existing resources and purchase new ones when required. This might include: visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.

#### **POLICY MONITORING AND REVIEW**

This policy is monitored by the Prayer and Liturgy Lead, together with the R.E. Governor 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.

Any additional policies referred to can be viewed/downloaded from the school website ([www.stcharlesb.surrey.sch.uk](http://www.stcharlesb.surrey.sch.uk)). All policies should be read in conjunction with central policies of Xavier CET which can be viewed/downloaded from [xavercet.org.uk](http://xavercet.org.uk)