



St Margaret Clitherow
Catholic Primary School

St Margaret Clitherow Prayer and Liturgy Policy September 2024-27

Approval Information		
Reviewed by:	Headteacher Mrs A Mulholland	
Reviewed by	C&S	LGB
Date Approved:	26 th September 2024	14 th November 24
Next Review date:	September 2027	

Document History	
V1.0	Original
V1.1	Re-format of page 1 to include MTCAT logo, page footer to include filename and version number along with minor formatting improvements.

For reference: 'Parents' includes all natural parents, any person who has parental responsibility for a child or care of a child. The latter means the person who the child lives with.

St Margaret Clitherow Catholic Primary School.

Prayer and Liturgy Policy

Prayer and Liturgy are central to our lives as a community. Within Liturgy, we gather to hear the Word of God, we find guidance for our lives, sustenance for our faith and we experience God's living presence in our lives today.

Through our Liturgical Assemblies and Eucharistic Celebrations, we aim to: -

- provide opportunities for children to meet and develop a personal relationship with God;
- provide children with the opportunity to discover and develop their own faith by sharing the Gospel and relating its message to their own lives and situations;
- nurture the spiritual development of each child, opening themselves to God's gifts through prayer, praise and thanksgiving;
- help the children to develop a deeper understanding of, and participation in, the traditional forms of Catholic liturgy;
- facilitate a growth in knowledge of the person and teachings of Jesus;
- understand the importance of a reverence for Scripture and its connection to worship as well as its relevance for living as a Christian;
- develop an understanding of what it means to belong to a Christian community and to encourage them in time to take their place in the adult worshipping community;
- worship in a way that is appropriate and meaningful.

Statement of requirement

The law requires all maintained Catholic schools to provide a daily act of 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.

At St. Margaret Clitherow our provision for prayer and liturgy will fulfil, where possible, our pupil's entitlement to the full range of prayer and liturgy of the church and will include a range of prayers with which the children are familiar. The time allocated for prayer and liturgy is in addition to the time allocated for curriculum Religious Education.

Acts of prayer and liturgy are planned and recorded in teachers' class planning files. Some acts of worship will be organised entirely by the children (mostly in years 5 and 6).

Collective Worship must include a focal point, use of scripture, prayer, reflection/ meditation, and opportunities for participation. It may also include music.

Participation encompasses discussion, singing, reading, joint prayer, reflection and silent meditation.

Responsibility

a) Governance

Within St Margaret Clitherow we have a legal requirement for an act of collective worship to take place daily. Our Governing Body elects a Religious Education Governor to ensure that:

- daily acts of worship are provided
- There is a named Prayer and Liturgy Coordinator
- There is a Prayer and liturgy Policy which is regularly reviewed and updated
- There is a prayer and liturgy budget reflecting its centrality to school life.

b) Headteacher

The headteacher ensures that:

- Prayer and liturgy are central to the Catholic Life of the school and are in line with the guidance in the Prayer and Liturgy Directory
- They work together with the Prayer and liturgy Coordinator
- The Prayer and liturgy Coordinator has adequate training and formation to ensure that guidance is followed and adhered to
- There are suitable resources for prayer and liturgy

c) The 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 are in line with the guidance in the Prayer and Liturgy Directory
- There is an annual plan of provision for prayer and liturgy across the school year which identifies the liturgical seasons and key celebrations, as well as opportunities for the celebration of 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

Overview of prayer and liturgy provision:

Our time allocation (minimum 15 minutes daily) is: -

Day	Time	Focus	Led by
Monday	09:00	Whole school assembly – Celebration of the Word based on the previous Sunday's Gospel	HT or AHT
Tuesday:	09:00	Key stage assembly in the hall for Celebration of the Word or class-based worship,	CTs
Wednesday:	09:00 15:30	Hymn Practice Staff Prayers	HT or AHT Teachers
Thursday:	09:00	Whole school assembly - class led Celebration of the Word (Parents invited)	Year groups
Friday:	10:00	Whole school celebration assembly	SLT

- Daily prayers are said at the beginning and end of each day, as well as before lunch.
- Mass is celebrated at school at the start and end of each academic year. Where possible, mass will be held to celebrate Holy Days of Obligation/Feast Days.

Annual observation of:

- St. Margaret Clitherow Feast Day
- Crowning of Mary

Whenever possible, Masses are held in school. Ideally Masses will mark the liturgical seasons as well as the beginning and end of term and major feast days.

- Non-Eucharistic liturgies are held regularly (see Liturgy calendar for the year).
- The RE lead and a small group of children will attend the Annual Schools' Mass at the Cathedral in Portsmouth.

Resources:

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.

When planning key stage workshops, teachers will use many different resources.

- a children's version of the reading of the day from Pray Together
- Collective Worship resources from Ten:Ten or
- choose a theme and find appropriate scripture
- The Prayer Leaders plan their workshops around a theme. Their planning is then used to lead Hymn Practice on a Wednesday morning

In dry weather, classes can use the outdoor worship area for some of their liturgies.

Focus

Suitable focus points could include: crucifix, candle (lit), pictures/photos, statues, symbols, artifacts (e.g. nails) or flowers

Content	some time for thinking some time for sharing some time for listening some time for stillness and silence some time for reflection music to begin and/or end
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Our Christian faith is also expressed in hymns and prayers and we hold separate infant and junior singing worship sessions, together with daily prayers, some of which are composed by the children themselves. However, we also feel that it is important for the children to be familiar with some of the more traditional prayers e.g. Our Father, Hail Mary etc.

Training and Formation:

- The Prayer and Liturgy Coordinator will be given dedicated time to prepare for leading staff training
- There will be a minimum of 2 staff meetings per year to ensure that all members of staff understand the importance of prayer and liturgy and so staff are well supported to lead as required
- The Coordinator will support all new members of staff 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.

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.

Prayers used in school:

Start of Collective Worship	End of Collective Worship	SMC School Prayer
God who loves us all We offer you today All that we think All that we do and all that we say Help us to grow In the light of Christ Amen	The Blessing of God Almighty Father, Son and Holy Spirit Come down upon us Keep us safe And stay with us always	Dear Lord Help us to love one another as You love us. Let us build our faith and become closer to you. Give us the strength to grow as people and be Your shining light. Amen

Morning Prayer	Lunchtime	End of Day
Father in heaven you love me You are with me night and day I want to love you always in all I do and say I'll try to please you Father Bless me through the day Amen EYFS (Sung) Good morning Lord We praise your Holy name And thank you for giving us This lovely new day Amen	Bless us o Lord As we sit together Bless the food we eat today Bless the hands that made the food Bless us o Lord Amen	God our Father I come to say Thank you for your love today Thank you for my family and all the friends you give to me Guide me in the dark of night And in the morning send your light Amen St Margaret Clitherow, pray for us

This policy will be reviewed as part of the regular cycle of policy review conducted by the Governors.