



St Anne's Catholic Primary School Prayer and Liturgy Policy

'It is not enough to love the young; they must know that they are loved' - St John Bosco

Person Responsible:	Prayer and Liturgy Co-ordinator/ RE Lead/ HT/ AHT
Date Policy Reviewed:	February 2025
Reviewed by:	Teaching Staff, Head Teacher, Governors
Date of the next review:	February 2027

St. Anne's Mission Statement:

With Christ at the centre of our lives, we live out our call to serve the young;

"It is not enough to love children,

They must know that they are loved." St. John Bosco

The Mission Statement

Our Mission Statement is central to the life of the school. It is displayed in all rooms and at the front of every RE book. All the children are encouraged to think of ways which they can strive to live out the Mission Statement. The school song is rooted in the mission statement, KS1 can sing the mission, and every worship ends with pupils reflecting on how they will 'live out' our mission, for others to know that they are loved.

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)).

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

(A) Weekly Prayer and Liturgy

- Monday – Class Worship
- Tuesday – Celebration of the Word
- Wednesday – KS2 Worship
- Thursday – Worship through Song
- Friday – Celebration Worship

(B) Daily Prayers:

- Morning Prayer
- Before Lunch Prayer
- After Lunch Prayer
- End of the Day Prayer

(C) Masses

- September – Start of a new year. Years 2-6 attend.
- January- St. Don Bosco. Years 2-6 attend.
- May – A May procession – the whole school in the hall.
- July- End of school year. Whole school mass- held outside.

(D) Reconciliation

In Advent and Lent the local priest visits to minister the Sacrament of reconciliation for KS2.

(E) Special Worship

- The year 3 classes, parents / guardians invited into school to have a celebration of their Holy Communion.
- Class Assembly Prayer Services
- May and October – The Rosary
- Year 4 – Easter Service
- Year 3- Mother's Day Mass at the Church

A liturgical calendar is available to view (Appendix 4)

5. Collective Worship through Prayer and Liturgy

At St. Anne's Catholic Primary School, the daily Collective Act of Worship is an essential element of our School Life.

We value the opportunity to gather so we can pray together, sing together, share sadness together and celebrate good news together.

On a Monday children take part in a Class Worship led on different weeks by Pupils or by the Class Teacher. During this time the children are able to take part in a variety of different forms of prayer. On a Tuesday the children attend a Celebration of the Word led by the Head Teacher/ Assistant Head. KS2 Worship takes place on a Wednesday, whilst KS1 children take part in Class Worship. On Thursday's children attend Worship through Song. Celebration Worship takes place on a Friday. Birthday cards are presented to children and reward certificates are issued to children living out our school values and the CST Principles. Class worships, Worship through Song and Celebration of the Word are planned following the TenTen Prayer and Liturgy scheme, whilst KS2 Worship uses identical icons to provide consistency.

Our Prayer and Liturgy is related to a particular feast day or season in the liturgical year or are linked with the RED themes and Catholic Social Teaching strands. Readings from the Bible and stories form an integral part of the worship. They are related to the children's daily lives and practical applications are stressed, encouraging the children to put what they hear in the Gospels into action.

We believe that Christian worship in a Catholic school names and celebrates God's presence in our lives. It 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. '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.' (Christ at the Centre Rev Marcus Stock, 2005)

6. Mass

At St. Anne's Catholic Primary School we believe that celebrating the Mass is important to the spiritual life of the whole school community. We try to make each celebration of the Mass a community celebration which involves the children, teachers, support staff, governors, parents and parishioners.

The children are asked to lead and play a role in each mass as much as possible. In particular:

Readings, singing(choir) Offertory, Music, Liturgical dance, drama, altar Servers.

At the start of the academic year the Head Teacher, Prayer and Liturgy Co-Ordinator and RE co-ordinator meet with the Parish Priest to plan the timetable of Masses for the forthcoming academic year.

7. The Place of Prayer and Liturgy in the Life of St Anne's Catholic School

Worship in St. Anne's Catholic School is an integral part of school life and central to the Catholic tradition. Collective worship 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

8. The Aims of Prayer and Liturgy

At St. Anne's Catholic Primary School, we aim to help children value and respect the power of prayer and to use it to help strengthen the children's relationships with God.

We seek to be a praying community. It is important for the children to know 'formal' prayers of the church which we may all pray (pray) together and which we all hear and say with the parish/family communities outside school.

We all pray collectively at school in the morning (in class or at assembly) before lunch, after lunch and at the end of the school day.

Prayer does not only mean 'formal' prayers. We do hope to help each other to listen to God speaking to us and to respond in our hearts and minds during moments of silence. We also encourage prayer writing by the children themselves.

Prayer and Liturgy in St. Anne's Catholic School aims to provide opportunities for all pupils and staff:

- To contemplate the mystery of God
- To reflect on spiritual and moral issues
- To explore personal beliefs
- To respond to and to celebrate life
- To experience a sense of belonging and to develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To pray using prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To participate fully
- To take time out 'to wonder at', 'to come to terms with' and 'to give worth to.'

9. Principles

All acts of worship in St. Anne's Catholic school will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Enable pupils to develop skills so that they can prepare, organise and lead worship;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church (Directory for Masses with Children, paragraph 9). Celebrations will be appropriate to the age and groupings of the children.

10. Daily Prayers and Common Prayers

At School the children are taught to know but heart the following prayers (Appendix 1):

The Sign of the Cross

The Lord's Prayer

The Hail Mary

The Glory be to the Father

The Morning Offering

The Night Prayer

Grace before / After Meals

During Lower Key Stage 2 children become familiar with and are encouraged to learn:

The Prayer for the Dead

The Prayer of the Rosary

The Act of Contrition/Sorrow

The Responses to the Mass

Angel of God

The Apostles Creed

Come, Holy Spirit

The Prayer of St Richard

During Upper Key Stage 2 children become familiar with and are encouraged to learn:

The Magnificat

Act of Faith

Act of Hope

Act of Love

As a school/family community we pray together during the months of October and May saying the Rosary before school commences

11. Planning, Content and Celebration

Prayer and Liturgy is planned following a structure with reference to the Church's seasons, The RED, the PLD, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, British Values and Protective Characteristics. The parish and parents are invited to participate in celebrations such as an end of school year mass, the Rosary in October and May and school assemblies. A variety of prayer styles will be used appropriate to the age of the children and the occasion. We have formal prayers taught to all the children including the Our Father and Hail Mary. The children are encouraged to participate in spontaneous prayer within their own class on a daily basis as well as in whole school worship. As part of Prayer and Liturgy, children are taught the responses in mass and learn for examples different 'Alleluias' all of which children choose which they would like to sing. Class worships, Worship through Song and Celebration of the Word

are planned following the TenTen Prayer and Liturgy scheme, whilst KS2 Worship uses identical icons to provide consistency.

12. Worship Structure

Assemblies are important regular occasions when we reinforce the sense of being a community centred on Christ.

Structure of our Collective Worship:

1. Gather - welcome
2. Word - readings from Scripture
3. Response - responding to the Word of God, intercessions
4. Send - sending forth

Gather – welcome

When we gather during Prayer and Liturgy, at St. Anne's, we believe the atmosphere is important so staff and children arrive silently and listen to music. The music is a mixture of hymns from around the world to prepare pupils to listen to the Word of God. Teachers should see themselves as responsible for the behaviour of their class as they enter Prayer and Liturgy. Pupils should enter in an orderly and appropriate way.

The Word - readings from Scripture

The starting point for Celebration of the Word (Tuesday) should be the Scripture readings from the previous Sunday. This will enable all the children at St. Anne's to experience the Christian feast of Sunday. The other Prayer and Liturgies in the week follow themes, for example: British values, our school values and protective characteristics, all linking to the Scripture of the previous Sunday or a piece of Scripture relating to the theme.

Response - responding to the Word of God

At this point, the response to Scripture can be original and stimulating, for example drama, art (visual focus), mime, songs, quiet reflection, prayer and music. Prayer and Liturgy offers regular opportunities for community song and gathering together. Whole School Worship is the key time when the community prays together. The Worship should be seen as prayer.

Send - sending forth

Whatever Prayer and Liturgy theme is developed, there should be some aspect that enables students and staff to link it to their lives and invite them to respond. This can be quite simple such as asking a question or more elaborate in terms of

giving detailed examples. For instances, an assembly based from Mark 4:30-32 (The parable of the mustard seed) might elaborate on how pupils could act on something/start something small which could make a huge difference

13. Sacramental Programme

Children in Year 3 are invited to join the Parish of St. Anne's programme in preparation for the Sacraments of Reconciliation and First Holy Communion. The school is involved with the programme.

In Advent and Lent the local priest visits to minister the Sacrament of reconciliation for KS2.

The year 3 classes, invite parents into school to have a celebration of their Holy Communion.

14. The Learning Environment

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment' (Christ at the Centre Rev Marcus Stock, 2005). Focal points in each classroom and throughout the school will reflect the liturgical season and will reference RED topics. In this way they will be an outward sign of the school's ethos. The school's Mission Statement will be visible in every classroom.

15. 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, 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.

16. 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.

17. 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 and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate. Prayer and Liturgy are monitored using the Prayer and Liturgy Monitoring form, (Appendix 3) and prayer areas are monitored using for Prayer Area Monitoring form (Appendix 2).

18. Review

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

Appendix 1 - Prayers

The Sign of the Cross

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

The sign of the cross is both an action and a statement of faith. A physical reminder of our redemption in the cross and an expression of faith in the Trinity.

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 Lord's Prayer 'is truly the summary of the whole of the Gospel'. (CCC 2761.)

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.

The first part of the Hail Mary is biblical, drawn from Gabriel's greeting to Mary at the Annunciation and Elizabeth's greeting at the Visitation. The second part of the prayer has its origins in 15th-century Italy

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.

The doxology is a short expression of praise of the Trinity dating back to the early Church. It is used extensively in the Liturgy of the Hours and in devotions such as the Rosary.

Morning Prayer KS1

Good Morning Lord,
We praise your Holy Name
And thank you for giving us
This lovely new day.
Amen

Morning Prayer KS2

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

Grace Before Meals

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

Grace After Meals

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

End of the Day Prayer KS1

Now the day is over,
We lift our hands and say:
Thank you, Heavenly Father,
For Your love today.
We're sorry for the wrong things
But glad about the right.
Keep us Heavenly Father
In your love tonight.
Amen

End of the Day Prayer KS2

Oh my God, I've come to say,
Thank you for your love today.
Thank you for my family,
And all the friends you give to me.
Guard me in the dark of night,
And in the morning send your light.

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,

At the words that follow, up to and including the Virgin Mary, all bow.
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.

Based on baptismal documents of the 8th century but related to texts of an earlier origin.

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.

One of the forms of the Penitent's Prayer of Sorrow found in the Rite of Penance.

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.

The prayer is based on one by Reginald of Canterbury in the early 12th century.

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.

This prayer is a compilation of a number of liturgical texts drawn from the Mass and
Office of Pentecost and the Votive Mass of the Holy Spirit.

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 now you more clearly,

Love you more dearly,
And follow you more nearly,
Day by day.
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 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.

Mary's song of praise was first sung to her cousin Elizabeth (Luke 1:46–55). It is sung daily at Evening Prayer.

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.

Appendix 2 – Monitoring of Prayer Areas

Monitoring of Prayer Areas:

Teacher: _____

Class name: _____

Date: _____

The prayer area is prominent in the classroom	Yes/No
The prayer area looks clean fresh and well presented	Yes/No
The prayer area reflects the current topic/liturgical season eg. <u>Rosary</u> in October	Yes/No
The prayer table has the correct colour cloth	Yes/No
Do pupils help to look after the prayer area?	Yes/No
The Bible is prominently displayed	Yes/No
Prayer Journals are being stored neatly under the prayer area	
Prayer Jars are being used	
Is there a candle on the prayer table?	
The prayer area is used regularly by teachers and pupils	
Areas for development: _____ _____ _____	

Signed: _____

Appendix 3 – Prayer and Liturgy Observation Form

Prayer and Liturgy Observation Form

Date and time: _____

Present: Whole School /Key Stage/ Class

Theme of Worship:

Focus	Areas to Celebrate	Areas to Develop
Setting the Atmosphere and Preparing for Worship: Is there a plan to meet the needs of all present? Is there an appropriate focus? Are the resources suitable? Are ICT/Music etc. prepared and ready? Do all the readers/ leaders have all they need? Have all support staff been briefed? Have invitations been sent to members of the community (if appropriate)?		
Gather: How do participants gather – is there a sense of order and respect? Is there a procession/ movement to another area? How is a prayerful atmosphere created? Is there an invitation to participate? Does everyone feel welcome? Is the purpose of the act of worship clear and the focus explained?		

Word: Is the Scripture being read suitable? Is the Word treated with Reverence? Has/Have the reader(s) been well-prepared so as to engage the listener? How is the 'reading' shared – role play, music, power-point etc.? Is it suitable for the participants? Do participants listen attentively? Do they show good listening skills?		
Reflect: Is there maximum participation? Is time given for individual silent reflection? Do children pray/ respond wholeheartedly? Are adults good role models? Do all adults participate? Are participants invited to respond in an appropriate manner? (in a variety of ways)		
Send: Does Worship conclude appropriately? Do participants leave Worship in a suitable, orderly manner? How are they enabled to take the message away with them?		

<p>Overall:</p> <p>Was it a positive, enriching religious experience for all present?</p> <p>Has this worship enhanced the spiritual and /or moral development of those present?</p> <p>Was the time and content appropriate for the age, ability and background of the children?</p> <p>Did all parts of worship help to develop the Liturgical formation of participants?</p> <p>Was it well organised, led and presented?</p> <p>Was there a sense of community, common ethos and shared values?</p>		
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A copy of this form has been shared with the teacher: Yes/No

Date: _____

Appendix 4 – Liturgical Year

Continuous	Daily Prayer and Liturgy either in class or in the hall. Assemblies Celebration class assemblies throughout the year and a Celebration Worship every Friday. Year 2-6 to attend weekday mass in the parish on or near their class Saint's Feast Day Staff Prayer at Weekly meeting	
Autumn Term	Spring Term	Summer Term
Whole school mass- Beginning of the school year -September. (years 2-6)	Whole school mass- St. John Bosco. January	Rosary every morning during May (Parents invited and clergy)
Xavier Mass for staff to start year	Inset Days – Collective Prayer for staff	Whole staff INSET day – Collective Prayer for staff
Coffee morning for parents	Mother's day Mass at the Church: Year3	May Procession
CAFOD assemblies	Reconciliation services for Lent. KS2	Holy Communion Year 3 (Parents invited)
Rosary every morning during October. (Parents and Clergy invited)	Fundraising during Lent	Year 6 / last day of school Mass
Harvest Festival	Ash Wednesday service	Year of Jubilee (Pilgrims of Hope) (2025)
All souls day service, remembrance book throughout November	EYFS mass at St. George's- Weybridge	
Years EYFS, 1, 2, 3, 5 and 6 Christmas productions in the school hall	RE workshop at St. George's. 2 children from year 4 with Fr. Andrew	
'Love in a box' – Christmas shoe box appeal to local community members – hospitals, nursing homes, food banks	Celebrating Easter day within school	
Year 4. Christmas production at Church.	Easter Service in the hall	
Advent reconciliation for Years 4, 5 and 6	Year of Jubilee (Pilgrims of Hope) (2025)	
Carols around the crib service		
KS2 Carol Concert		