

Holy Family Catholic Primary School

Prayer and Liturgy Policy



We live, love and learn together in the light of God by...

Praying together

Learning together

Playing together

And

Respecting each other

Approved by: Linda Mockler

Date: 22nd January 2026

Next review due by: January 2027

Prayer and Liturgy Policy

1. Legal Requirements

We acknowledge the legal requirement that there must be a daily act of worship for all pupils. This may take place at any time during the school day and could take many different forms. Whilst all assemblies and hymn practises begin with the School Mission Statement and prayer, we understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. Prayer and Liturgy and assemblies are distinct activities although they may sometimes form part of the same gathering. The difference between the two will always be made clear.

Prayer and Liturgy is separate from the RE curriculum.

Parents have a right to withdraw their child from Prayer and Liturgy however all parents and prospective parents will be made aware of the centrality of prayer to our daily lives in a Catholic school. We would like everyone to take an active part in our Prayer and Liturgy but we are aware that teachers have the right to withdraw from the religious element of collective worship.

2. The Nature of Prayer and Liturgy

We acknowledge the 1988 Education Reform Act which clearly states that collective worship should be 'wholly or mainly of a broadly Christian character'. Therefore, we base all our assemblies on the teachings of Christ and the traditions of the Catholic Church. Christian worship in a Catholic school celebrates God's presence in our lives and through Prayer and Liturgy we give glory, honour, praise and thanks to God. We respond to God's words, developing our relationship with Him, so that we can make a difference in the world.

3. Inclusion

We believe we must conduct our assemblies in a manner that is sensitive to the individual faiths and beliefs of all members of the school.

- Those who are part of a worshipping community in church
- Those for whom school may be their only experience of church
- Those from other Christian traditions- or none
- Those from other faiths

Therefore, throughout the academic year we will hold assemblies that reflect other religions as we want all children to feel included whatever their beliefs or background. Prayer and Liturgy also takes into account the educational needs of all who share in it.

4. Aims

- To ensure that all pupils take part in a daily act of worship of a wholly or mainly of a broadly Christian character.
- To develop children’s knowledge of traditional prayers of the Church and the Liturgical year.
- To develop children's active participation in the Mass and to develop their knowledge about the Mass.
- To provide all pupils with an opportunity to worship God.
- To provide all pupils the opportunity to develop their relationship with God.
- To allow children time to celebrate and give thanks for creation and life.
- To enable children to reflect on spiritual and moral issues.
- To allow children time to explore and question their own beliefs.
- To develop a sense of belonging recognising that we are one family with a common ethos and shared values.
- To enable children to plan and lead acts of prayer with confidence.
- To enable children to evaluate acts of prayer and the moral and spiritual impact they have made.
- To encourage children to reflect on their vocation, on who God is calling them to be and how they can make a difference.

5. Overview of Prayer and Liturgy:

Type	Involves	Frequency	Location	Led-by
Gospel based Celebration of the Word.	Reception, KS1 KS2	Every Monday	School hall	P. King HT
Morning Prayer	Whole School	Every morning	In classrooms	Teachers, Prayer leaders
Grace before and after meals	Whole School	Every day before and after lunch	In classrooms	Teachers, Prayer leaders
Evening prayer	Whole school	End of the day	In classrooms	Teachers, Prayer leaders
Teacher led and Pupil prepared Celebration of the Word	Each class	Fortnightly (alternate week to Gifts from	In classrooms/ hall/ prayer gardens	Children, Teachers,

		God Celebration of the Word)		
Mass	Whole School	Monthly (see calendar and APOP)	Church/School hall	Parish Priest, KS2 classes,
Gifts from God Celebration of the Word	Whole school	Fortnightly (alternate week to pupil prepared Celebration of the Word)	School Hall	C. McHugh M. Aldred, SLT
Advent Liturgies	Whole school	Daily throughout Advent (5 minutes)	In classes	OneLife Music
Lent Liturgies	Whole school	Daily throughout Lent (5 minutes)	In classes	OneLife Music
Mary Liturgies	Whole school	Daily throughout the month of May)	In classes	OneLife Music
Stations of the Cross-Assembly	KS2 -Y5 lead	Once per year Across three days	School Hall	P. King Liturgical Leaders
Sacramental Commitment Mass	Year 3 and year 6 Sacramental children and all staff	Once per year	Church	Whole School
Reconciliation	Year 3 Sacramental children and parents of sacramental children, KS2 Catholic Children	First Reconciliation (Spring Term) Advent and Lent	Church	KS2
First Holy Communion	Year 3 and all staff	Once per year	Church	Year 3

Confirmation	Year 6 and all staff with Parish	Once per year	Church	Year 6
Staff Prayer	All staff	Weekly x2	Staff meeting Weekly briefing	All staff

6. Mass

- Hymns - should be chosen to reflect the theme for the week or the day and liaising with M. Aldred.
- A Mass planning sheet is completed for each Mass and time is given to ensure children have heard their readings and that they have been able to practise them. Staff will also read at Mass on a regular basis.

MASS PREPARATION SHEET
Holy Family School



<u>Mass theme:</u>	Date:
	Time:
	Place:
	Led by:
<u>Introductory Rites:</u>	
Introduction – read by	
Opening Hymn –	
Penitential Rite – Lord have mercy (sung)	
<u>Liturgy of the Word:</u>	
First reading – read by	
Responsorial Psalm -	
Gospel Acclamation –	
Gospel – read by Father	
Bidding Prayers	
1) For the needs of the Church	
2) For the world	
3) For those in need	
4) For the local community	
5) For those who are sick or have died	
6) Hail Mary	
Hail Mary sung	
Offertory – SUNG –	
<u>Liturgy of the Eucharist:</u>	
Holy Holy – sung	
Memorial Acclamation – sung	
Great Amen – sung – Amen	
Lamb of God – sung –	
Our Father - sung	
Communion Hymns –	
<u>Concluding Rite:</u>	
Recessional Hymn	
<u>RESOURCES:</u>	

- Parts of the Mass should be sung.
- The readings of the day should be chosen with advice from the priest and the PLC.

7. Organisation of Prayer and Liturgy (Whole school, Phase or Key Stage not including Mass)

- Music - music should be played at the beginning and end of Prayer and Liturgy which, if possible, fits in with the theme for the week.
- Hymns - should be chosen to reflect the theme for the week or the day. Recorded hymn singing will be used for the children to sing along with when it is not possible to use piano accompaniment.
- Prayers - the children should be introduced to several prayers which we expect them to learn.

Prayers to be known by phase

Age Phase	4-5 (EYFS)	5-7 (KS1)	7-9 (Lower KS2)	9-11 (Upper KS2)	11 - 14 (KS3)
Prayers	The Sign of the Cross The Lords Prayer Hail Mary	Morning Offering - KS1 Grace before meals - KS1 Grace after meals - KS1 Prayer at the end of the day - KS1 Glory Be	Morning Offering - KS2 Grace before meals - KS2 Grace after meals - KS2 Prayer at the end of the day - KS2 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 Come, Holy Spirit	The Benedictus The Angelus Hail Holy Queen The Memorare Jesus, Mary and Joseph, I give you Eternal Rest Diocesan Prayer for Vocations

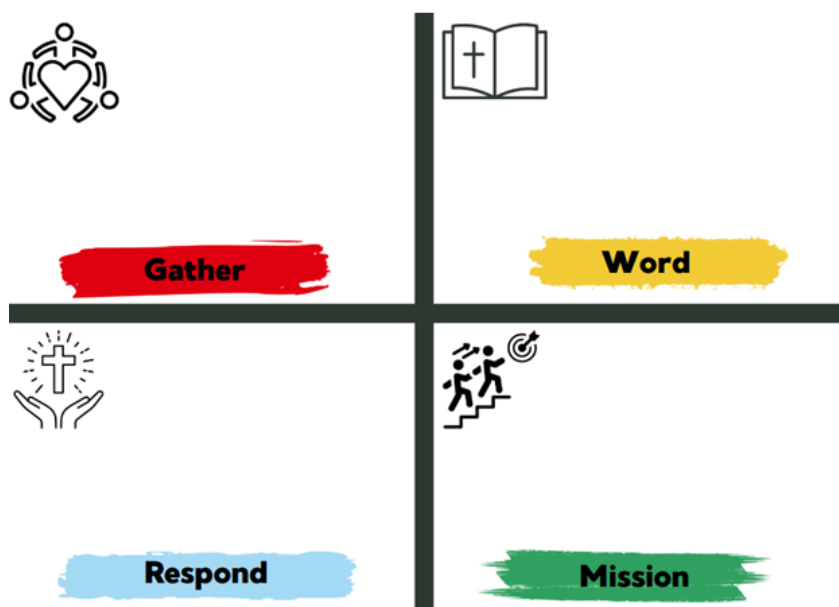
- Provider - the provider may be the Headteacher, Deputy Head, class teacher, pupils, priest, or outside speaker.
- Theme - the theme will follow the Gospel, the Liturgical year e.g. Feast Days including Saints of the Year or another significant event in the Catholic Life of the school.

In planning Prayer and Liturgy we should be mindful of singing, readings and storytelling, rituals, drama, music for listening, responses, audio-visual presentation, interviews, symbols, prayer, dance, and visiting speakers.

8. Organisation of Prayer and Liturgy (in class):

- All children must have the opportunity to plan and lead Celebration of the Word in class;
- All children must have the opportunity to evaluate Celebration of the Word that they have planned;
- Staff may use the Diocesan Collective Worship planner with children:

EYFS/Key Stage 1/Jubilee Room



Play music	Light a candle	Use artwork and prayer focus items	Space / layout
New Testament Scripture	Old Testament Scripture	THE LORD IS MY <i>Light</i> AND <i>Salvation</i> PSALM 27:1 Psalm	Act out the word
Reflection on the Word	Social Media Response	Open Prayer	silent Listen to God's voice
Creative Response	Individual Post it response	Meditation	Remember a sentence
Take something to share at home	Special Challenge		

Key Stage 2



Celebration of the Word Key Stage 2

Date & Time: _____ Liturgical Season/Feast: _____

Leaders: _____

Location: _____

Gather <i>Transforming the space for prayer</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>
Word <i>What is being proclaimed? Who is proclaiming it? How will it be proclaimed?</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>
Respond <i>How will participants respond? What prayer will be used? Will any other actions or hymns/songs be used?</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>
Mission <i>How will participants think and live differently because of what they have encountered in this prayer?</i>	
<i>What is happening?</i>	<i>What needs to be prepared & by whom? What formation is required to help pupils?</i>

- Class-based Prayer and Liturgy should take place fortnightly,
- It must include:
 - **Gather:**
 - Music
 - Lighting a candle
 - Art
 - Use of space/ Prayer Gardens/ Classrooms
 - **Word:**
 - A bible reading
 - **Respond:**
 - Writing prayer
 - Meditation
 - Art
 - Voluntary Prayer
 - World news/ events
 - A story
 - Hymn
 - Acting/ role-play
 - **Mission:**
 - Taking something home, e.g. a challenge, bible quotation, Saint's quotation
 - Remembering a bible passage/ sentence
- Planning should be kept in the Celebration of the Word folder along with the evaluation sheet

- Celebration of the Word must be evidenced in the Faith Life Book which will be monitored each term.
- Progression of pupil preparation (in collaboration with teacher):

EYFS:

Children will help to choose items for the central prayer focus e.g. cloth, cross, candle

Year 1:

Children will choose a song that can be sung during the service.

Year 2:

Children will choose a prayer to say during the service

Year 3:

Under the teacher's guidance, the children will choose a scripture reading.

Year 4:

Under the teacher's guidance at the start of the year, building up independence by the end of the year, the children will select the virtue and value/theme/liturgical year.

Year 5:

Under teacher's guidance at the start of the year, children will plan the 4 aspects of collective worship: Gather, Listen, Respond, Go. By the end of the year, the children will be planning and leading their own Collective Worship.

Year 6:

The children will be able to lead Collective Worship - Modelling and leading in other year groups, leading voluntary worship sessions in the prayer garde

- When pupils have planned and led prayer they must be given the opportunity to evaluate it:



Prayer and Liturgy Evaluation

Date: _____

Prayer Team: _____

GATHER

How did the objects on the prayer focus help you to pray?
How did the Gather phase help us to come together in prayer?

WWW

EBI

WORD

Think about the impact the Word made and how you chose to share it with others.

WWW

EBI

RESPOND

Think about how you helped pupils to reflect and engage.

WWW

EBI

MISSION

Think about the mission task you set. How does it help to share God's love with the world?

WWW

EBI



Celebration of the Word: Pupil Evaluation



Celebration of the Word phase	Evaluation tip
<p>Gather</p> <ul style="list-style-type: none"> • What went well? • What would we change or do differently next time? 	<p>How did the objects on the prayer focus help you to pray? How did the Gather phase help us to come together in prayer?</p>
<p>Word</p> <ul style="list-style-type: none"> • What went well? • What would we change or do differently next time? 	<p>Think about the impact the Word made and how you chose to share it with others.</p>
<p>Respond</p> <ul style="list-style-type: none"> • What went well? • What would we change or do differently next time? 	<p>Think about how you helped pupils to reflect and engage.</p>
<p>Mission</p> <ul style="list-style-type: none"> • What went well? • What would we change or do differently next time? 	<p>Think about the mission task you set. How does it help to share God's love with the world?</p>
<p>Any other comments?</p>	

Date:

Year group:

Pupils:

9.

Resources:

- Each class has:
 - Prayer cloths for the Liturgical seasons
 - Candle/ candles
 - Statues
 - Rosary beads
 - An age-appropriate bible
 - Celebration of the Word planning sheets and evaluation documents are available on SharePoint.

Prayer resources are audited each year and staff may request further items to enhance prayer on a yearly basis.

10. Roles and Responsibilities:

a) Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure collective worship takes place in the school;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council and Chaplaincy Team in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

b) Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that prayer and liturgy takes place in the school according to the set-out requirements and in-line with the APOP;
- nominate a member of staff to be responsible for the organisation and development of this policy but is aware that teachers cannot be directed to conduct collective worship;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

c) Role of the PLC:

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide formation for all staff on induction and when the need arises
- provide formation for children
- keep up-to-date with new developments and resources;
- undertake risk assessments when required;
- review and monitor prayer and liturgy;
- annually report to the Governing Body on the success and development of this policy;
- update the APOP

d) Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure the APOP is up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

e) Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

d) Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- they will help to plan and lead Prayer and Liturgy with progression seen from Reception to Year 6 in how this is carried out;
- during Prayer and Liturgy pupils will be have full, conscious and active participation showing behaviour which is:
 - dignified and respectful
 - calm and reflective
 - quiet and thoughtful
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others and prayer resources with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the Chaplaincy Team and school council;
- take part in questionnaires and surveys
- use Prayer and Liturgy as an opportunity to reflect upon issues which are important to them

We want children to participate not only in the hymns and prayers but to show their work and to raise issues that they have discussed in class.

e) Role of the Chaplaincy/Liturgical Leader Team:

The Chaplaincy team will be involved in:

- determining this policy with the *Governing Body*;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the *Governing Body*
- planning and leading initiatives throughout the school year
- planning, leading and evaluating Prayer and Liturgy

f) Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be invited to attend class assemblies/Masses;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Review date: Autumn 2026

Autumn 2025 - Mrs P King - Head Teacher Holy Family

PLC- J. Young

Governing Body of Holy Family Catholic Primary School