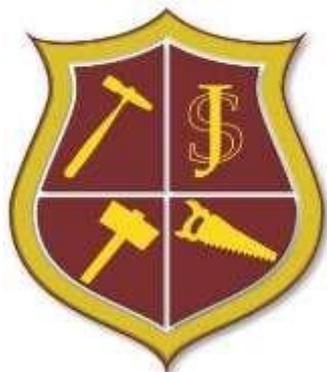


St Joseph's Catholic Primary School



Our Mission Statement

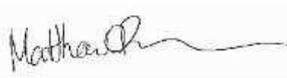
We grow together in God's Love as we Pray, Learn and Play

"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

Prayer and Liturgy Policy

Article 14: You have the right to practise your religion

Article 28: You have the right to a good quality education

This Policy was approved by the Governing Body on	December 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	December 2025	This Policy was reviewed by the Governing Body and ratified	Signed:

This policy is due to be reviewed by the Governing Body		This Policy was reviewed by the Governing Body and ratified	Signed:
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***Through him, with him and in him,
O God, almighty Father, in the
unity of the Holy Spirit, all glory
and honour is yours,
for ever and ever. Amen***

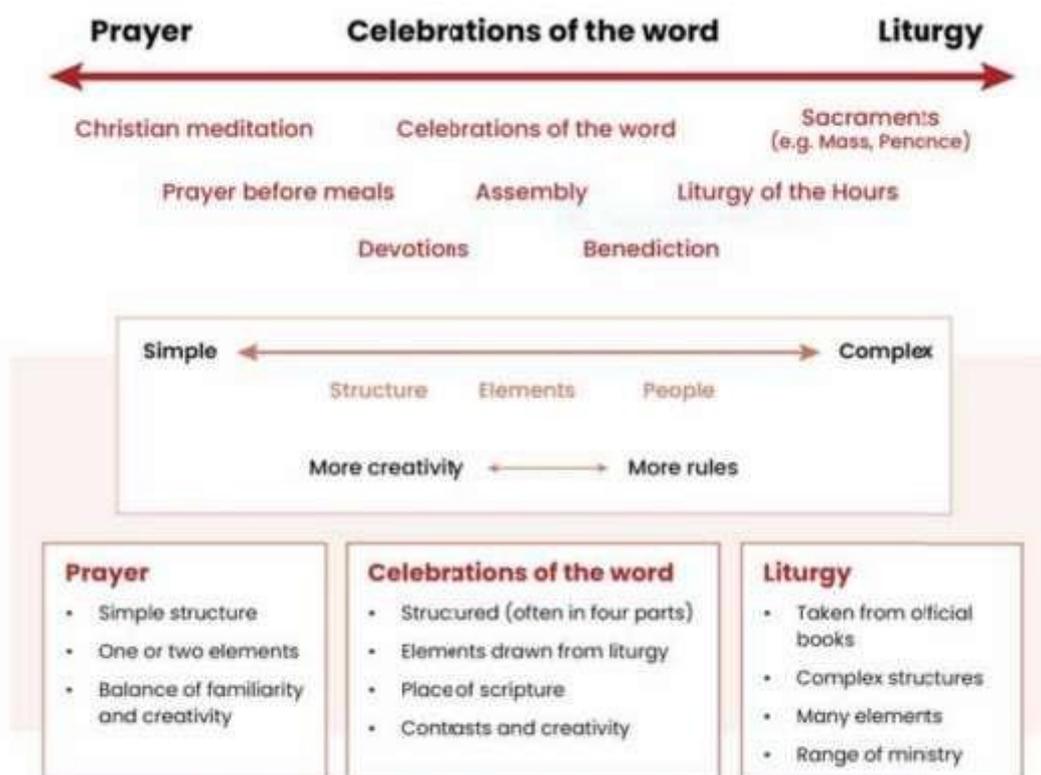
Introduction

Understanding Prayer and Liturgy (From the draft Prayer and Liturgy Directory, 2023)

In any school there will be a range of prayer and liturgy: classroom prayer, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacrament of Reconciliation. Each form of prayer and liturgy will have its own character dependent on the circumstances, size and age of the group, the place of celebration and its content.

Definition of Terms

Prayer, Liturgical Prayer, and Liturgy form a continuum with silent meditation at one end and a celebration of Mass on a Solemnity of the Church (e.g., Ascension of the Lord) at the other. Of course, there are areas of overlap between the categories.



In Catholic terminology 'worship' is not generally used to name and describe a distinct type of prayer or event. Worship is about living our lives in a way that recognises that everything we have is a gift from God and that everything we do gives glory to God. That, of course, does include prayer but the scope is broader. With that understanding of worship it will be seen that the purpose of education in a Catholic school is to know and love Christ and to open the vision and imagination of all pupils to the wonder of living in God's world, and the responsibilities that follow from this.

Under Section 48 of the Education Act 2005 there is a statutory duty to inspect and report on denominational education (that is religious education) and collective worship in schools designated as having a religious character. For this reason, the term 'Collective Worship' has been kept as the headline judgement by the Catholic Schools Inspectorate but throughout the framework it is referred to as prayer and liturgy.

St Joseph's R.C. Primary School Prayer and Liturgy Policy

Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

The Nature of Prayer and Liturgy

Prayer and liturgy 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.'¹

Legal Requirements

It is a legal requirement that there is a daily 'act of worship' offered for all pupils. This can take place at any time during the school day and can be either a single 'act of worship' for all pupils, or separate 'acts of worship' in school groups. Holding an assembly that includes a prayer, said either by the teacher or everyone present, **does not fulfil** this requirement. Prayer, liturgical prayer and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between will always be made clear.

As part of this, we also take our duty of Safeguarding very seriously and we understand that personal prayer and reflection may subsequently lead to a disclosure which would activate our well established Safeguarding procedures.

The 'act of worship' is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education. Responsibility for arranging prayer and liturgy lies with the Governing Body after consultation with the headteacher.

Given the importance of prayer and liturgy in a Catholic school, parents and prospective parents will 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, within the "To Know you more Clearly" RE curriculum.

The Place of Prayer and Liturgy in the Life of St Joseph's Primary School

Prayer and liturgy is an integral part of school life and central to the Catholic tradition.

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.

The Aims of Prayer and Liturgy

Prayer and liturgy in St Joseph's 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.'

Principles

All acts of prayer in St Joseph's Primary 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 prayer times;
- 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.² Celebrations will be appropriate to the age and groupings of the children.

Responsibility

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.

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.

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

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.

INSET days with the feeder primary schools and CCHS are also arranged.

Planning, Content and Celebration

Prayer and liturgy is planned following a structure with reference to the Church's seasons, RED, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

A variety of prayer styles are used appropriate to the age of the children and the occasion.

All staff meetings and Governing Body meetings begin with a prayer. Staff take it in turns to lead prayer. The first INSET day of the year begins with staff attending Mass in St Joseph's Church while subsequent INSET days begin with a short liturgy which is celebrated by all staff.

The Timetable of Prayer and Liturgy is as below:

Weekly Timetable – 2024 - 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 9.30	Morning prayers	Whole School - Merit/Virtues Assembly – Hall	Class Gweddiwn (pupil led)	Morning prayers Prog step 3 assembly	Morning prayers Prog Step 1 and 2 assembly
1.25 – 1.30/35	Meditation	Meditation	Meditation	Meditation	Meditation
2.30			Class Assemblies	Class Mass/	
3.20	Examen	Evening Prayers	Evening Prayers	Evening Prayers	Examen

Month	Annual Prayer/Liturgy Events	
September	Welcome Mass – Whole school	
October	The Rosary – Grotto Harvest Festival – led by Mini-Vinnies Annual Mass for Teachers	

November	All Saints Day Mass (if in school) Remembrance Day	
December	Advent Penitential Service Advent prayer service Nativity plays Whole School Christmas Mass	
January	Mass for the Feast of the Epiphany (if in school) The Year of Jubilee 2025	
February	Feast of the Presentation of the Lord Ash Wednesday Service	
March	St David's Day Mass - school St Joseph's Day Mass - school Lenten Penitential Service – school Holy Week Assemblies – each class takes 1 event of Holy week Stations of the Cross	
April		
May	May procession in honour of Our Lady – School Hall and grotto Month of the Rosary - Grotto	
June	Feast of St Peter and St Paul - Mass	
July	Diocesan Leavers Mass – St David's Cathedral School Leavers Mass/End of year Mass – School	

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy. There is a weekly headteacher assembly where the liturgy is based on the Gospel reading of the previous day. Teachers are timetabled to lead class prayer and liturgy. Pairs of virtues are introduced and explained at the first teacher led assembly after each half term. Catholic social teaching themes are also planned for teachers to deliver during progression step assemblies. Children are taught to plan and lead prayer times according to their age.

Recording

Class prayer and liturgy is recorded on our Gweddiwn planners. In Early years, teachers plan and scribe the Gweddiwn in consultation with the pupils. Pupils use picture cards to assist them in the planning of the liturgy. Older pupils work collaboratively to create reflective Gweddiwn.

Teacher led assemblies and all masses are saved in a shared access site - Teams. We have photographic evidence of our liturgies. Each class has a prayer book for writing personal prayers

Monitoring and Evaluation

Prayer and liturgy is monitored using a prayer and liturgy monitoring form. Whole school liturgies and class assemblies and Masses are monitored and evaluated by the school chaplaincy team following an agreed format.

Prayer areas and foci are monitored half termly

Following monitoring, training needs will be identified and outcomes used to inform the school's CSED (Catholic Schools Evaluation Document).

Resources

Each class is equipped with:

- Crucifix
- Bible
- Cloths in the liturgical colours
- Singing bowl
- School mission statement
- School prayer
- Board displaying St Joseph's pupil virtues
- Pairs of Virtues tree
- Loose parts eg shells, pebbles for Gweddiwn

There is a well resourced RE library located in the staffroom. The altar box/Mass box is located in the hall, containing:

Books

- Roman Missal
- Lectionary

Vessels

- Paten
- Ciborium
- Chalice
- Cruets

Linen

- Altar cloths
- Corporal
- Purificator
- Lavabo cloth

Perishables

- Candles/candle holders
- Safety lighter

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'³

There are focal points in each classroom and throughout the school, which reflect the liturgical season and will reference "To know you more clearly" topics. In this way they will be an outward sign of the school's ethos.

Retreats

In the next academic year, we are hoping to hold a retreat for the chaplaincy teams from the feeder primary schools for CCHS led by Deacon Mark.

Other opportunities

The Headteacher facilitates a pupil prayer group on a Wednesday morning.

Parents also come together to pray on a Wednesday morning at 9.00am in the school annexe. All members of the school community are invited to come to pray together. The school caretaker and governors, as well as parents currently attend.

Prayer group, mini-vinnies, May Procession, parish masses, praying the Rosary, CAFOD Family Fast Day are additional opportunities for prayer and worship

Eucharist

Whole school masses, led by pupils aged 7-11 are celebrated at the beginning and end of a school term. Each class leads a whole school Mass and takes responsibility for the music and liturgy. Holy days of obligation and feast days eg St David are celebrated as a whole school community and parents are invited to attend. We celebrate Mass and prayer services in our classrooms. Classes visit the parish church to celebrate Mass with the parishioners.

Parish – School Links

The school has strong links with the parish of St Joseph's. Fr Jose, Fr Scanlan, Br Brian and Deacon Howe are regular visitors to the school, celebrating school and class masses, and class prayer liturgies.

Classes in Progression step 2 and 3 (From Year 2 to 6) are timetabled to attend morning Mass in Church throughout the year. The school also attend Mass in church for other significant days eg, St David's day to celebrate with the parishioners.

Home-School links

Each class has a designated Prayer Bag which is sent home with one child weekly. Inside the bag is a selection of traditional church prayers, a home/school prayer book, rosary beads, a coloured cloth, a small cross and candle and an example of a short service that can be held as a family.

The bag is a wonderful way of connecting the prayer life of the school and home through encouraging the children to lead their own liturgy with their families and sharing their spiritual experience with their peers.

The Coordinator for Prayer and Liturgy

Mrs H Wheeler is the lead for Prayer and Worship with Mrs D Houston the lead for RE.

Policy Monitoring and Review

This policy is monitored by the Prayer and Liturgy Coordinator and is evaluated and reviewed by the whole school staff, pupils, chaplaincy team and governors every two years. The Foundation Governors in particular will play a most important role.

Appendix 1

The Role of the Coordinator for Prayer and Liturgy

- Formulating a written policy for prayer and liturgy
- Ensuring that there is a development plan for prayer and liturgy included in the school development plan
- Ensuring that prayer and liturgy is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that prayer and liturgy takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'

- Liaising with the parish priest with regards to whole school Mass times, penitential services, class masses, class liturgies, etc.
- Organising themes for prayer times
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to prayer and liturgy including withdrawal from Collective Worship
- Developing staff confidence and expertise e.g. through modelling different prayer styles

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Observing Acts of Prayer and Liturgy and providing feedback
- Informing the headteacher of standards and developments in prayer and liturgy

Communication

- Communicating to members of the school community the significance and content of prayer and liturgy
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards prayer and liturgy
- Informing newly appointed colleagues of school policy regarding prayer and liturgy
- Communicating with parents, governors and the parish community
- Liaison with the parish priest
- Liaison with the Diocesan Department for Education

Professional development/Ongoing formation

- Leading and organising in-service training and ongoing formation for prayer and liturgy
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading

Resources

- Evaluating existing resources
- Developing the resources available for prayer and liturgy including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently