

Our Lady of Lincoln Catholic Primary School
A Voluntary Academy



Prayer and Liturgy Policy
2024 - 2026

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POLICIES & PROCEDURES

Document Title: **Prayer and Liturgy Policy**

Date of review: November 2024

Date of next review: November 2026

Our Lady of Lincoln Catholic Primary School



Mission Statement

“On our road to success; Jesus is beside us.”

Our Lady of Lincoln Catholic Primary School is a living and caring community, an extension of our homes and an integral part of our wider Community.

Everyone is given the opportunity for a complete educational journey, embracing their spiritual, emotional, social, intellectual and physical needs.

Following Christ’s teaching to love God and love our neighbour, our school aims to provide a living and learning experience, responsive to the individual’s needs, preparing our children for further growth and development and helping them to realise their full potential.

We seek to inspire the children entrusted to us to value themselves and each other.

We do this through:

- The care and example set by all of our staff

- The delivery of a broad, rich and inspiring curriculum

- Recognising and affirming the achievements of each individual child

- Working in partnership with the home, the Parish and the wider Community

- Our policies of inclusion

Our ultimate aim is to enable our children to be good citizens here and in the kingdom of God, to sow seeds based on Christ’s commandments ‘to love God and love one another’, providing an education that will help equip them for life, giving values which will shape their growth and development as human beings long after they leave Our Lady’s School.

Our Lady of Lincoln Catholic Primary School Prayer and Liturgy Policy

Mission Statement

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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.

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 Headteacher after consultation with the Governing body.

Parents have a right to withdraw their child from ‘Collective Worship’. However, 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 Come and See RE curriculum.

The Place of Prayer and Liturgy in the Life of Our Lady of Lincoln Catholic 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 at Our Lady of Lincoln 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

¹ Christ at the Centre Rev Marcus Stock, 2005

- 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 at Our Lady of Lincoln 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.

Planning, content and celebration

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

Parish and parents are invited to participate in some celebrations.

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

See Appendix 2 for the school's Collective Worship and Prayer Progression document

The Timetable of Prayer and Liturgy is as below:

Organisation

Liturgical Prayer is organised as follows:

Day	Worship/ Liturgical Prayer	Time
Monday	Gospel Assembly and Word of the Week <i>Whole school liturgical prayer (celebrating the Gospel of the week) led by Mrs Desforges followed by pupil made Word of the Week presentation shared with the rest of the school. This is accompanied by a short liturgical prayer either led by pupils or Mrs Desforges.</i>	9:10am/ 30minutes
Tuesday (every other week)	Whole-school Singing Collective Worship <i>Worship through uplifting singing and prayer, giving thanks and praise for all God has given us. Pupils from the Chaplaincy team lead the school with intercessory prayers linked with hymns chosen.</i>	9:10am/ 30minutes

² Directory for Masses with Children, paragraph 9.

Wednesday	The Holy Rosary <i>Class teachers lead pupils in praying a decade of the Holy Rosary, reflecting on a different mystery each week.</i>	9:10am/ 15minutes
Thursday	Mark 10 Mission <i>Pupils participate in the Mark 10 Mission 'Little Liturgies' where they focus, pray on key liturgical themes.</i>	9:10am/ 15minutes
Friday	Whole-school achievement assembly OR pupil-led class celebration of the Word <i>Whole-school achievement assembly led by school pupil leaders or pupil led worship within class rooms. Worship is based on the word of the week or key liturgical themes (e.g. crowning of Our Lady).</i>	9:10am/25 minutes

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy, shared with the Deputy Head Teacher. The class teachers will lead class prayer and liturgy. Children are taught to plan and lead prayer times according to their age as per the progression document in Appendix 2.

Planning

Liturgical Prayer at Our Lady of Lincoln School is planned following a structure with reference to the Church's seasons, the Religious Education Curriculum Directory and significant dates in the curriculum. When planning for Liturgical Prayer, both staff and pupils have an active part and will take the following into consideration:

- The four parts: Gather, Word, Response and Mission
- Participation of others
- RE themes and the 'Word of the Week'
- Liturgical themes
- Celebrations, achievements and experiences of others
- The 'think, see, hear and do' approach

Recording

Prayer and liturgy is recorded in each classes Prayer and Liturgy Folder.

Monitoring and Evaluation

Prayer and liturgy is evaluated and recorded on the Liturgical Prayer Planning Sheet.

Classes evaluate their Liturgical Prayer experience at the end of each term. Findings – strengths and areas to improve – are noted and fed back to staff to work on with their classes in the forthcoming term. End of year evaluations inform the following year's Collective Worship aspect on the School Development Plan.

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

Resources

The school has a wide range of resources which support the delivery of the Prayer and Liturgy calendar. These resources are also stored in classrooms and the Head Teacher's office.

Chaplaincy Team

At Our Lady's we have a Chaplaincy Team made up of Key Stage Two pupils. The Chaplaincy Team are encouraged to be involved in:

- Planning and leading liturgical prayer across the school, including for the whole school and key stages, as well as in classes
- Evaluating Liturgical Prayer
- Interviewing pupils
- Auditing Liturgical Prayer and resources
- Supporting pupils with silent prayer at prayer spaces
- Leading Singing Collective worship

Eucharist

Eucharist celebrations form a very important part of our Collective Worship. Opportunities for children to participate are maximised and parents and other members of the community and Parish community are encouraged to attend. The celebrations will take the following forms:

- Whole school & key stage Masses in church
- Whole school masses for celebrations such as Saints Days and Holy Days of Obligation
- Termly Eucharistic adoration (KS2/KS1/Whole school) in Church

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 Focal points in each classroom and throughout the school will reflect the liturgical season and will reference 'Come and See' topics. In this way they will be an outward sign of the school's ethos.

³ Christ at the Centre Rev Marcus Stock, 2005

The Coordinator for Prayer and Liturgy

Mrs Edward is the named lead for Collective Worship, supported by school chaplain, class teachers and Mrs Desforges (Head Teacher).

Policy Monitoring and Review

This policy is monitored by the Prayer and Liturgy Coordinator 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.

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'
- 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 school chaplain
- 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

**Appendix 2 OUR LADY OF LINCOLN CATHOLIC SCHOOL
COLLECTIVE WORSHIP AND PRAYER PROGRESSION**

COLLECTIVE WORSHIP SKILLS PROGRESSION		PRAYER PROGRESSION
YEAR	What we want the children to be able to do to plan, deliver and evaluate acts of worship:	
EYFS	<p>Children to use Let Us Pray 2gether proforma and resources to plan and lead liturgies, facilitated and supported by an adult. All children to have opportunity to plan and lead a liturgy by the summer term.</p> <p>Whole class to evaluate liturgy by sharing their thoughts on the liturgy.</p> <p>Teacher to explicitly model liturgy to children at least once a term.</p> <p>Advent/Lent Term – whole class planning</p> <p>Pentecost Term – group planning</p> <ul style="list-style-type: none"> ☐ Select appropriate colour cloth for the liturgical time of the year ☐ Select crucifix, open Bible, lit candle and begin to explain why ☐ Select other appropriate artefacts to match the theme ☐ Participate in preparing the focal area with these items ☐ Make the sign of the cross ☐ Put their hands together ready to pray ☐ Know that the sign of the cross is a special sign and that it marks the beginning and the end of the liturgy ☐ With support and from a choice, select how to 'Gather' etc ☐ Teacher selects appropriate scripture passage and reads, explaining how it links to the theme ☐ Offer simple spontaneous prayers, with support ☐ Use appropriate responses as modelled by the teacher, explaining how the activity response links to the theme ☐ Take part in appropriate reflection as supported by staff ☐ <i>Take part in silent prayer times/meditation up to one minute</i> ☐ Teacher articulates the stages within the liturgy ☐ Teacher guides children to evaluate the liturgy ☐ Children can begin to say how the 	<ul style="list-style-type: none"> ☐ By the end of the year, as well as the Sign of the Cross, children are encouraged through teacher modelling to generate their own spontaneous sorry, asking and thank you prayers ☐ Morning Prayer ☐ End of the Day Prayer

	liturgy makes them feel	
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<p>KS1</p>	<p>Children to use Let Us Pray 2gether proforma and resources to plan and lead liturgies, facilitated by adult.</p> <p>Children to plan and prepare focal point for worship according to liturgical season/Word of the week/Come and See topic.</p> <p>Beginning of Yr1 onwards, all children to plan liturgies in groups, facilitated by an adult.</p> <p>Yr2 to generate their own way of gathering to begin the liturgy.</p> <p>Whole class to evaluate liturgy, recorded on proforma.</p> <p>As above plus:</p> <ul style="list-style-type: none"> ☐ Teacher models links between sections of the liturgy, commenting on what is happening next and why, giving more details than FS as to how this links. ☐ Children more confident in spontaneous prayer ☐ Children know appropriate responses ☐ Children can respond to the Gospel appropriately making the sign of the cross on the forehead, lips and heart and begin to explain why ☐ With support, children can begin to select an appropriate Bible story – teacher to explain/help the children leading explain why the scripture choice links with the theme ☐ Take part in appropriate reflection as suggested by the children – teacher to explain/help the children leading explain why/how the activity links with the theme ☐ <i>Take part in silent prayer time/meditation up to 2 minutes</i> ☐ Takes part in evaluation as guided by the teacher ☐ Children can say how the liturgy makes them feel, what they enjoy and what they can improve 	<p>School Prayer</p> <p>Morning Prayer</p> <p>Lunchtime Prayers</p> <p>End of the day Prayer</p> <p>Learn:</p> <p>Our Father and Hail Mary</p> <p>Range of spontaneous sorry, asking and thank you prayers</p>
<p>LKS2</p>	<p>Yr3- to generate their own way of gathering to begin the liturgy, and plan their own mission for children to complete the liturgy. Whole class to evaluate liturgy, recorded on proforma.</p>	<p>School Prayer</p> <p>Morning Prayer</p> <p>Lunchtime prayers</p> <p>End of the Day prayer</p> <p>Our Father</p> <p>Hail Mary</p>

	<p>Yr4 – Children to generate their own way of gathering to begin the liturgy, a response to the word, and plan their own mission for children to complete the liturgy.</p> <p>Children to use Extra-Ordo-Nary Liturgical Calendar and Open Bible to support planning of class liturgies from Pentecost Term (if suitable). Whole class to evaluate liturgy, recorded on proforma.</p> <p>As above plus:</p> <ul style="list-style-type: none"> ☐ Teacher supports the children to begin to articulate and explain the links between the stages of the liturgy so that this flows appropriately and the theme follows through from the beginning to end ☐ Children can select a Bible story and can begin to explain why and how it links to the theme. Adult to support children's selection of appropriate Bible story and support them where needed in explaining how it links with the theme. ☐ With support, children can plan a 'response' or reflection appropriate to the theme of the liturgy. ☐ Children are confident in spontaneous prayers ☐ Children can articulate how they can live out the mission ☐ <i>Take part in silent prayer/ meditation for up to 3 minutes</i> ☐ Children can evaluate the liturgy with greater confidence and some independence as supported by staff ☐ Children can articulate how the liturgy makes them feel and give appropriate evaluations 	<p>Learn:</p> <p>Glory Be – 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</p> <p>Learn:</p> <p>Sorry Prayer – Oh my God, I thank you for loving me. I am sorry for all my sins. For not loving others and not loving you. Help me to live like Jesus and not sin again. Amen.</p> <p>Learn:</p> <p>Guardian Angel Prayer:</p> <p>Angel of God my guardian dear, to whom God's love commits me here. Ever this night/day be at my side. To light, to guard, to rule and guide Amen.</p> <p>Range of spontaneous sorry, asking and thank you prayers</p>
UKS2	<p>Children to use Extra-Ordo-Nary Liturgical Calendar to support planning of class liturgies. Children to use Open Bible online resource to select a reading linked to the theme provided on liturgical calendar. Pupils to then find the passage in Bible to add to their prayer focus. Children to generate their own gather, response, word and mission according to the theme. They may use songs, actions, prayers, classroom resources within the liturgy. We encourage active participation throughout.</p> <p>This is overseen by an adult, and guided only when necessary.</p> <p>Evaluation is recorded on proforma following whole class discussion. Children are encouraged to give</p>	<p>As LKS2 plus:</p> <p>Guardian Angel Prayer:</p> <p>Angel of God my guardian dear, to whom God's love commits me here. Ever this night/day be at my side. To light, to guard, to rule and guide Amen.</p> <p>Eternal Rest:</p> <p>Eternal rest grant unto them Oh Lord. And let perpetual light shine upon them. May they rest in peace. Amen</p> <p>Range of spontaneous sorry, asking and thank you prayers</p>

	reasons for their responses and recommendations.	
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	<p>As above plus:</p> <ul style="list-style-type: none"> ☐ Children can independently plan and prepare all aspects of the liturgy ☐ They explain confidently why prayers, scripture, responses have been chosen and how these link with the theme and weave these explanations into the liturgy. ☐ Adult to support children's selection of a more diverse range of scripture passages linked to the theme to enable their repertoire to extend. ☐ Spontaneous prayers are confident ☐ Children can confidently say how the mission links to the theme and its choice is appropriate ☐ <i>Children can take part in silent prayer/meditation up to 4 minutes</i> ☐ Children can confidently articulate the impact that the liturgy has on them and suggest and follow through independently outcomes of evaluations ☐ The liturgy is overseen by the adult, guided only when necessary with minimal teacher talk and support throughout. 	
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