

**Holy Trinity Roman Catholic Academy Boundary Road  
Newark NG24 4AU**



**Prayer and Liturgy Policy  
2024 - 26**

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**POLICIES & PROCEDURES  
DOCUMENT CONTROL SYSTEM**

Document Title: **Prayer and Liturgy Policy**

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# Holy Trinity Catholic Voluntary Academy



## Mission Statement

**“In every child there is a space only God can fill”**

*St Thomas Aquinas*

At our school we continually strive to develop the full potential of the school community in an environment permeated by the Catholic Faith and promoting Gospel values.

At the heart of our mission is the family, school and parish, each supporting and working in mutual co-operation for the benefit of the children.

We are seeking to enrich the lives entrusted to our care through a broad and balanced curriculum designed to meet the needs of each pupil.

The school provides opportunities for young children to develop spiritually, morally, intellectually, physically and emotionally, and share their qualities, abilities and ambitions thus fulfilling individual potential.

As a worshipping community we respect all people and create a loving, caring atmosphere which overflows into an ethos of warmth and welcome towards parents, parish and the local community

# Holy Trinity Catholic Academy Prayer and Liturgy Policy

## Mission Statement

'In every child there is a space that only God can fill' St Thomas Aquinas

## 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.'<sup>1</sup>

## 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 Governing Body after consultation with the headteacher.

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 Holy Trinity Catholic Academy

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 Holy Trinity Academy 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

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<sup>1</sup> 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 Holy Trinity Catholic Academy 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.<sup>2</sup> 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, Holocaust Memorial 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
<b>Monday</b>	<b>Word of the Week</b>  <i>Pupil made Word of the Week videos are introduced and shared with the class. This is accompanied by a short liturgical prayer either led by pupils or the class teacher.</i>	8.55am/ 20 minutes
<b>Tuesday</b>	<b>Key Stage or whole school liturgical prayer</b>  <i>Key Stage or Whole school liturgical prayer led by Mrs Summers or Mr Murfin following the theme of the Word of the week or pertinent liturgical theme of the week. This may be delivered in Key Stages so the theme can be delivered at a more age appropriate level.</i>	8.55am/ 30 minutes

<sup>2</sup> Directory for Masses with Children, paragraph 9.

<b>Wednesday</b>	<p><b>Key Stage Celebration worship or Mark 10 Mission</b></p> <p><i>Class teachers celebrate children's achievements, offering their good deeds and work to God in a Collective act of worship. Star of the week awards and mission statement awards linked to our school virtues are awarded. Members of the school community are invited to join the celebration. Key Stage 1 and 2 are alternate weeks. Where stages do not have celebration worship, pupils will participate in the Mark 10 Mission</i></p>	8.55am/ 25 minutes
<b>Thursday</b>	<p><b>Worship assembly</b></p> <p><i>Worship through uplifting singing and prayer, giving thanks and praise for all God has given us.</i></p>	8.55am/ 30 minutes
<b>Friday</b>	<p><b>Pupil led Key Stage/ whole school liturgical prayer OR pupil led class liturgical prayer</b></p> <p><i>Pupil led worship led by classes on a rota basis for either whole school or key stage. Worship is based on the word of the week or key liturgical themes (e.g. crowning of Our Lady). Members of the school community are invited.</i></p>	8.55am/ 30 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 Holy Trinity 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 are mainly located in the School Chapel, however other resources are also stored in classrooms and the Head Teacher's office.

## **Chaplaincy Team**

At Holy Trinity 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

## **Prayer Club**

Prayer club is led three times a week at 8.45am for different phases across the school. This is led on Monday for Key Stage 1 by Mrs Richards (Key Stage 1 teaching assistant) and for Lower Key Stage 2 on Friday by Mrs Allen (Lower Key Stage 2 teaching assistant). Prayer club is also led for Upper Key Stage 2 by our school chaplains on a Wednesday.

Prayer club take place in the chapel and is based on the Word of the Week for that week. All children have the opportunity to participate throughout the academic year.

## **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
- Class masses in school
- Whole school masses for celebrations such as Saints Days and Holy Days of Obligation
- Half Termly Sunday Parish Mass

## **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'<sup>3</sup>

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.

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<sup>3</sup> Christ at the Centre Rev Marcus Stock, 2005

## **Retreats**

Whole School Retreat Days take place on a half termly basis and cover themes linking in either with the Liturgical Year, feast days or Eco Theme linked to Laudato Si and the school's Eco Curriculum. Retreat Days usually involve activities linked to a Catholic Social Teaching principle, and include Prayer Stations planned and led by the Chaplaincy Team along with a Big Sing in church to celebrate the day, attended by parents.

## **The Coordinator for Prayer and Liturgy**

Mrs C Webster is the named lead for Collective Worship, supported by Mrs M Willis, Mrs E Richards, Mrs M Allen and Mrs J Summers (Head Teacher) and Mr J Murfin (Deputy 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 inservice 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 HOLY TRINITY CATHOLIC ACADEMY  
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:	
<b>EYFS</b>	<p>Children to use Let Us Pray 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><b>Whole class to evaluate liturgy, recorded on proforma.</b></p> <p>Teacher to explicitly model liturgy to children a least once a term.</p> <p>Advent/Lent Term – whole class planning Pentecost Term – group planning</p> <ul style="list-style-type: none"> <li>• Select appropriate colour cloth for the liturgical time of the year</li> <li>• Select crucifix, open Bible, lit candle and begin to explain why</li> <li>• Select other appropriate artefacts to match the theme</li> <li>• Participate in preparing the focal area with these items</li> <li>• Make the sign of the cross</li> <li>• Put their hands together ready to pray</li> <li>• Know that the sign of the cross is a special sign and that it marks the beginning and the end of the liturgy</li> <li>• With support and from a choice, select how to 'Gather' etc</li> <li>• <b>Teacher selects appropriate scripture passage and reads, explaining how it links to the theme</b></li> <li>• Offer simple spontaneous prayers, with support</li> <li>• <b>Use appropriate responses as modelled by the teacher, explaining how the activity response links to the theme</b></li> <li>• Take part in appropriate reflection as supported by staff</li> <li>• <i>Take part in silent prayer times/meditation up to one minute</i></li> <li>• Teacher articulates the stages within the liturgy</li> <li>• Teacher guides children to evaluate the liturgy</li> <li>• Children can begin to say how the liturgy makes them feel</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Morning Prayer</li> <li>• End of the Day Prayer</li> </ul>

<p><b>KSI</b></p>	<p>Children to use Let Us Pray 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/Come and See topic.</p> <p>Beginning of Yr1 onwards, all children to plan liturgies in groups, <b>facilitated by an adult.</b></p> <p>Yr2 to generate their own way of gathering to begin the liturgy.</p> <p><b>Whole class to evaluate liturgy, recorded on proforma.</b></p> <p><b>As above plus:</b></p> <ul style="list-style-type: none"> <li>• Teacher models links between sections of the liturgy, commenting on what is happening next and why, giving more detail than FS as to how this links</li> <li>• Children more confident in spontaneous prayer</li> <li>• Children know appropriate responses</li> <li>• Children can respond to the Gospel appropriately making the sign of the cross on the forehead, lips and heart and begin to explain why</li> <li>• 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</li> <li>• 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</li> <li>• Take part in silent prayer time/meditation up to 2 minutes</li> <li>• Takes part in evaluation as guided by the teacher</li> <li>• Children can say how the liturgy makes them feel, what they enjoy and what they can improve</li> </ul>	<p>School Prayer</p> <p>Morning Prayer - Oh my God you love me, you're 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.</p> <p>Lunchtime Prayers</p> <p>End of the day Prayer – 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. Guard me in the dark or night and in the morning send your light Amen.</p> <p><b>Learn:</b> Our Father and Hail Mary</p> <p>Range of spontaneous sorry, asking and thank you prayers</p>
<p><b>LKS2</b></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. Children to use Extra-Ordo-Nary Liturgical Calendar and Open Bible to support planning of class liturgies from Pentecost Term (if suitable). <b>Whole class to evaluate liturgy, recorded on proforma.</b></p> <p><b>As above plus:</b></p> <ul style="list-style-type: none"> <li>• 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 beginning to end</li> <li>• Children can select a Bible story and can begin to explain why and how it links to the theme. <b>Adult to support children's selection of appropriate Bible story and support them where needed in explaining how it links with the theme</b></li> <li>• With support, children can plan a 'response' or reflection appropriate to the theme of the liturgy</li> <li>• Children are confident in spontaneous prayers</li> <li>• Children can articulate how they can live out the mission</li> <li>• <i>Take part in silent prayer/ meditation for up to 3 minutes</i></li> <li>• Children can evaluate the liturgy with greater confidence and some independence as supported by staff</li> <li>• Children can articulate how the liturgy makes them feel and give appropriate evaluations</li> </ul>	<p><b>Learn:</b> 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>To be used in liturgies after Sorry Prayers:</p> <p><b>Learn:</b> 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><b>Learn:</b> <b>Guardian Angel Prayer:</b> 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>
<p><b>UKS2</b></p>	<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.</p> <p>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 participants throughout.</p> <p><b>This is overseen by an adult, and guided only when necessary.</b></p>	<p><b>As LKS2 plus:</b> <b>Guardian Angel Prayer:</b> 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><b>Eternal Rest:</b> 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>

Evaluation is recorded on proforma following whole class discussion. Children are encouraged to give reasons for their responses and recommendations.

**As above plus:**

- 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 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
- *Children can take part in silent prayer/meditation up to 4 minutes*
- 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

**Learn: The Angelus as part of lunchtime prayers:**

The Angel of the Lord declared to Mary:

And she conceived of the Holy Spirit.

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.

Behold the handmaid of the Lord:

Be it done unto me according to Thy word.

Hail Mary...

And the Word was made Flesh:

And dwelt among us.

Hail Mary...

Pray for us, O Holy Mother of God, that we may be made worthy of the promises of Christ.

Let us pray:

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.