



St Mary's Catholic Primary School

Prayer and Liturgy Policy

Faith and Persistence: Believe that God hears you and can answer your prayers, even if it's not in the way you expect. Don't give up. Continue to pray with faith and trust in God's timing. ([Matthew 7:7-11](#), [Mark 11:24](#))

Pope Francis said "Prayer is the breath of faith; it is its most proper expression. Like a cry that issues from the heart of those who believe and entrust themselves to God."

Religious Education – Curriculum Directory for Catholic Schools

At St Mary's Catholic Primary School ALW, the oldest and smallest school in the diocese of Northampton, the daily act of Prayer and Liturgy is more than a legal obligation. As a Christian community, the daily acknowledgement of the one true God, who is Father, Son and Holy Spirit, is a focal point and is at the heart of all we do. Prayer and Liturgy 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. This acknowledgement is made through prayer, reflection and liturgical celebration, all of which are central to Catholic tradition and therefore integral to the life of the school. The policy is to support the Liturgical life of the school by providing guidelines for various acts of worship for the individual, for class prayer times, for Masses in school and with the Parish and the wider community.

At St Mary's, Prayer and Liturgy considers 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.

At St Mary's, pupils have the opportunity to:

- Say regular prayers at the beginning and end of each day, before and after lunch.
- Attend whole school assembly twice weekly
- Attend Mass in school and in church throughout the year, including services written by our faith ambassadors
- Attend whole school Mass for all Holy Days of Obligation and special occasions such as St Mary's Feast Days, Ash Wednesday, or the Leavers' Mass.
- Participate in class-based prayer times throughout the year, where pupils take leading roles as they progress through the school. Children in KS2 use the Ten: Ten resources to lead prayers on a Friday.
- Attend prayer services, Rosary Club, Stations of the Cross and the Sacrament of Reconciliation
- Learn the traditional prayers of the church

- Participate in Adoration (Key stage 2)
- Participate in spontaneous prayer at appropriate times.

Planning Liturgy

When planning any Prayer and Liturgy, we try to use the TEN:TEN resources. This model reflects the four parts of Mass and it is a good basis on which to plan Worship.

When planning Worship, it should reflect the theme, or liturgical season of the church where appropriate. (For example, don't sing Alleluia during a Lent worship, or have a lively upbeat service for a Reconciliation service that has a reflective undertone.) Allow the children to feel differences in the mood of the Liturgical calendar and to experience different collective Worships to further their spiritual self. As the children grow in age and confidence, they can take a more active part in the planning of Liturgy.

- Children in Early Years can help to prepare the focus, for example, selecting the right liturgical colour of cloth, placing a candle and a Bible in the centre, with the adult placing any additional props. Children in Farmers class also complete the prayer unit with the TEN:TEN resources to prepare them for prayer in assemblies and Mass.
- Children in Key Stage 1 can write simple prayers that can be used, they can help to choose the songs sung with guidance so they fit in the theme of the Worship. Children can choose the artefacts needed and the correct liturgical cloths as a teaching point or reinforcement. They can identify which aspect of the worship is happening.
- Children in Key Stage 2 can plan simple acts of Worship, reflecting on the four aspects: *Gather Listen Respond and Go Forth*. The children can think about the type of response that would be the most appropriate e.g John the Baptist, using holy water and inviting each child to bless themselves in response to a meditation read. They can lead through sharing readings and prayers, playing musical instruments and using recorded music through their worship.

When planning Prayer and Liturgy with the class, or for the school, a similar format to the Mass can be used. There are many books and resources that can be used to support this (see RE Lead in the first instance.) The Faith ambassadors meet with the RE lead on a Thursday to plan the Friday prayer using the TEN:TEN resources.

Displays for Gatherings

When creating a prayer focus for Prayer and Liturgy during key Liturgical seasons, the use of colour is encouraged to show the changes throughout the year, reflecting the vestments and colours shown in Church.

Green – Ordinary Time

Purple – for Lent

Purple – for Advent

White/Gold – for Christmastide

White/Gold – Eastertide

In addition, key symbols, icons or visual aids could form part of the display e.g. a bowl of water, pictures of the disciples, fishing net, fish to reflect the Calling of the Twelve. Each Monday's Gospel assembly adds to the class prayer board with the key message.

Liturgical Music

There is a wide selection of music, covering a variety of themes, that can be chosen to enhance the worship (available via CDs or online.) Music can be used directly in worship for communal singing or used as background music for quiet moments or meditation. The school also practices hymns weekly on a Friday. The meditation music is provided by TEN:TEN.

The music should reflect the liturgical season and/or the theme for the Mass. It should be selected carefully. The music should also reflect the Congregation so that all can participate in the majority of the worship.

Members of staff should encourage children to take an active part in Worship, leading the music or singing, both in the classroom and for whole school Prayer and Liturgy or Masses. This will also help the children grow in confidence and ability.

Staff leading liturgical music may attend or encourage others to attend In-service specific to Christian music such as those offered by One Life, CJM and the Diocese to enhance provision. Staff need to be confident in using the right music to reflect the Liturgical calendar or the theme of the worship. An index of uses and themes, including music for the various parts of the Mass, can be found in the back of most hymn books.

Prayer and Liturgy weekly overview

Monday	Tuesday	Wednesday	Thursday	Friday
Whole School Gospel Reflection / Prayer and Liturgy	Class Worship CST / TEN:TEN	Class Worship Whole School Celebration Prayer and Liturgy	Class Worship Virtue shared with parents.	Whole School HYMN practice Faith Ambassadors to lead Friday prayers

The Timetable of Prayer and Liturgy is as below:

<i>Class</i>	<i>Prayers</i>	<i>Practices</i>
Farmers Pre School- Reception	<ul style="list-style-type: none"> • Our Father • Hail Mary • Prayer before meals Night time Prayer Children's Morning Offering • Simple responses in Mass • Greeting the Gospel • Simple litanies of thanks and praise • Advent prayers 	<ul style="list-style-type: none"> • Makes the sign of the Cross • Give the sign of Peace • Know that the Church is God's house • Visit the Church • Bless themselves with Holy Water
Fishermen Year 1-2	<p>All of those listed above plus:</p> <ul style="list-style-type: none"> • Morning Offering • Act of sorrow • Mass responses • Lenten prayers • Angelus • TEN:TEN prayers 	<ul style="list-style-type: none"> • Know that God is present in the Tabernacle • Genuflect facing the Tabernacle • Respond to the Blessing • Use Rosary Beads to follow prayers • Join in singing responses in Mass
Carpenters and Shepherds Class Years 3-6	<p>All of the above plus:</p> <ul style="list-style-type: none"> • Confiteor • Gloria • Angelus • Morning Offering • Take my hand • School Creed • Magnificat (sung) • Mysteries of the Rosary • Stations of the Cross • Prayer Of St Richard of Chichester 	<ul style="list-style-type: none"> • Receive the Blessed Sacrament appropriately • Make a good confession • Join in spoken and sung responses in Mass Follow readings in Mass Book • Read at Mass • Serve at Mass

	Prayers at Mass: <ul style="list-style-type: none"> • Offertory prayers • Eucharistic prayers for Masses • Holy Holy Holy • Lamb of God • Rite of dismissal • Prayers used for Sacramental Rites • Blessing and giving of ashes • Saints' prayers • Simple phrases from the psalms • The Creed • Come Holy Spirit • Oh Sacrament Most Holy • Memorare • Hail Holy Queen • TEN:TEN prayers 	<ul style="list-style-type: none"> • Respond to the Gospel blessing (triple cross) • Join in all responses at Mass • Participate in Stations of the Cross • Prepare Altar for Mass • Know Rosary mysteries • Find and give Bible references
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Planning a Mass

Environment:

A class can personalise the Church, School Hall or classroom by creating a prayer focus or artwork that reflects the theme, season or special characteristics of the celebration. The environment should be created through a tasteful and appropriate display. Out of courtesy, speak with the Priest who is celebrating the Mass in advance so he is not surprised by the changes to the worship area – he is likely to give some helpful suggestions!

Scripture Readings:

Scripture readings for each day of the year are provided in the daily missal teachers locate and copy them so children can practice them before the Mass. Children are given the opportunity to practice in the church and use a live microphone. Practise should be simple and brief. Teachers should ensure that children know how to approach the Sanctuary, and how to leave. The children should act in a reverent manner at all times during the readings.

The daily readings can be found in the Lectionary, (the book that contains all of the readings for the Mass.) This is available in the church. The school also has a copy in their possession. We also have a Children's Lectionary that is especially created for children's liturgies.

When using the lectionary, Teachers know what liturgical season the Mass will be celebrated in (i.e. Ordinary Time; Advent; Lent; or Easter) and what Cycle the readings are in (Cycle A, B, or C). The

cycle changes on the First Sunday of Advent.

Music:

Music chosen must reflect the *Gospel* and Liturgy of the Mass. It can bring in the theme for the celebration or any focus made by the Church e.g. Youth Sunday. It is important to make each celebration fresh and alive. Although a Mass may have been similar to one last year, Teachers choose alternative hymns. The choice of music will also depend upon whether or not it will have the accompaniment of instruments with the singing. If there are no choir or instruments to assist with the music a basic rule to keep in mind is to choose songs that the children are familiar with. Songs should be practised before the Mass (Friday Hymn practice). Teachers will plan to practise the songs with the entire school body before Mass begins. Either the screen should be used or a hymn sheet prepared so that everyone has access to the songs.



- Children should speak clearly and wait for the responses if appropriate. The microphone/ sound system can be used.
- Children should practice how to approach the altar reverently, bowing heads to the priest and standing smartly with joined hands. Children should be reminded that when they are standing at the front, even when not reading, they should be reverent – everyone can see them!

Ensure you have communicated with the Priest well ahead of time so he is informed of what the Mass will look like.

Make sure staff are at strategic points:

- Someone to oversee the readers
- Someone to oversee the offertory
- Someone to oversee the music
- Someone who knows which children receive Communion and who can oversee this
- A member of staff may be needed to give out Communion, check with the Priest beforehand!



The Role of the Headteacher and RE / Worship & Liturgy Leader

- Formulating a written policy for Prayer and Liturgy
- Ensuring that there is a development plan for Prayer and Liturgy which may at times form part of the school development plan
- Ensuring that Collective Worship is appropriate to the age, aptitudes and family backgrounds of pupils
- Organising themes for Worship
- Assisting the governors to carry out their legal responsibilities with regard to Collective Worship

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Observing, on occasions, an Act of whole school Prayer and Liturgy
- Monitoring standards and developments in Prayer and Liturgy
- Prayer and Liturgy is planned and delivered using the TEN:TEN resources

Communication

- Communicating to members of the school community the significance and content of Acts of Prayer and Liturgy
- Reporting to and consulting with the governors 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
- Liaising with the school chaplain
- Liaising with the Diocesan RE Centre

Professional development / Ongoing formation

- Leading and organising in-service training and ongoing formation for Prayer and Liturgy
- Attending appropriate in-service courses and reporting back (TEN:TEN CPD)
- Keeping up to date by personal reading

Responsibility for resources in school:

The subject leader will:

- Evaluate existing resources
- Develop the resources available for Prayer and Liturgy including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budget efficiently

Resources available to staff and pupils:

- A variety of resource books on assemblies, prayer, meditations and feast days. Online resource TEN:TEN.
- Resources for meditative activities linked to the Liturgical Year are kept in the R.E area of the resource cupboard and electronically on TEN:TEN.
- Bibles are in every classroom and additional Bibles, including those for young children, can be found in the KS2 classrooms.

- Words on Screen is available on the shared drive/ TEN:TEN resources available online
- 'Come and See' and 'To Know you more clearly' electronic resources are available on line
- Subject leader provides packs of resources for key liturgical times of the year

Monitoring and Evaluation

Prayer and liturgy is monitored by the HT.

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

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'

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

Retreats

The children preparing to receive First Holy Communion and Confirmation are sent on a retreat to Blaze or Alton Castle.

Other opportunities

The school will join diocesan celebrations and Parish events wherever possible.

Eucharist

The Eucharist celebration is the prime acknowledgement by the school of its membership of the Church and is therefore its central worship. It is essential that the children are included in the celebration in a meaningful way and begin to develop an understanding of the Mass.

- Regular Mass's and Services alternating between school and in Church is led by one of the KS2 year groups. The children are at times involved in writing the Bidding Prayers.
- Readings are taken home to practice and parents are invited to attend the Mass. A copy of the Mass readings and music is given to the celebrant a few days before the service.
- Non- Catholic children in KS2 are encouraged to receive a Blessing.
- The Mass dates and times are included in the Church Bulletin and the weekly school letters so all parents and parishioners are invited to attend.

The Coordinator for Prayer and Liturgy

Mrs Laura Concannon Head Teacher Catchiest
Eucharistic Minister