



St Robert Southwell Catholic Primary School

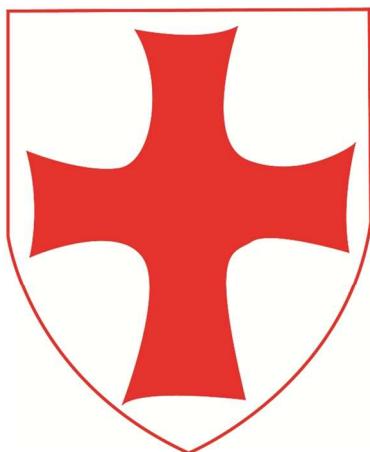
*Aiming for Excellence - Being the Best We Can Be*

# St. Robert Southwell Catholic Primary School

## A school in the trusteeship of



Diocese of Westminster



## Prayer and Liturgy Policy

Approved by staff: October 2025

Adopted by Governors: October 2025

Next Review: October 2026

Responsible Person: Sinead Lay

Assistant Headteacher for R.E and Catholic Life of the School



## **MISSION STATEMENT**

Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church;

- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward-looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.

### ***Summary:***

**Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness**

## **Vision Statement**

### ***Aiming for Excellence – Being The Best We Can Be***

- At School, At Home and in the Community
- Developing children who achieve well, are confident and are happy
- Young people who live their faith positively and contribute to the common good

## **Wellbeing & Mental Health Vision**

To support everyone's wellbeing and mental health, so that they can be the best they can be, are happy together, resilient, ready to learn and succeed.

- Empowering everyone in the community to be emotionally literate
- Enabling stakeholders to develop strategies to manage their emotional wellbeing and mental health.



### **Context of this Prayer and Liturgy policy**

'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.' (Marcus Stock (2012), *Christ at the Centre*, Catholic Truth Society, 23.)

### **Statement of requirement**

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20; 70 Instrument of Government, clause 2). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (The Mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019).

The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)). Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)). The school's provision for prayer and liturgy will fulfil pupils' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar. Prayer and liturgy are not designated curriculum time. In the context of the Catholic school, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

### **Responsibility**

#### **(a) 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.



**(b) 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.

**(c) 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.



### Overview of Prayer and Liturgy Provision

At St Robert Southwell every opportunity for prayer and liturgy in our school offers a meaningful encounter with the living God. Prayer and Liturgy at St Robert Southwell encourages pupils to take part in a conscious, active, and meaningful way, leading to a deeper and more fruitful encounter with Christ (*Christ at the Centre*, 2012). Acts of prayer and liturgy at our school take place in a variety of forms. These are enriched and supported by our learning environments, which reflect and celebrate the school's Catholic identity, faith and mission.

The Headteacher, Deputy Headteacher, Assistant Headteacher for R.E., and the Chaplaincy Leader all play a prominent role in leading prayer, liturgy, and assemblies. While Prayer and Liturgy (Collective Worship) and assemblies are distinct, it is customary in our school for an act of worship to take place within an assembly, either as a dedicated element or as the focus of the entire gathering. Every assembly includes an act of worship that is inclusive, curricular, and educational, enabling all pupils to participate and respond appropriately.

Prayer and Liturgy are experienced in a variety of forms, including class assemblies, Masses and liturgies. These may be led by adults or pupils or both, where appropriate. Parents, governors, faith community representatives, and other community groups are encouraged to be involved when suitable, either through occasional participation or by specific invitation.

Our Annual Plan of Provision (APP) outlines and maps all forms of Prayer and Liturgy, including the celebration of Mass in school, year-group liturgies and opportunities for Reconciliation.

### Daily Prayer

We continue to foster and deepen the children's personal relationship with God our Father daily in prayer. We do this by helping them become aware of God's Presence in their lives and of His love for them by leading them to respond to Him in a manner suited to their age and stage. This may be in one of the following ways:

- Prayer of silence
- Spontaneous prayer
- Praying through gesture or action
- Formal prayer

The daily routine of school involves time for prayers:

- Each morning begins with a Morning Prayer
- Grace before children go for their lunch
- End of day prayer



### Class-Based Prayer and Liturgy

At St Robert Southwell, class-based prayer and liturgy sessions are a valued and regular part of the school week and are part of our weekly Prayer and Liturgy timetable. Sessions may be led by staff, pupils or visitors depending on the age and stage of the children. Clear guidance is provided to support both staff and pupils in planning and leading prayer and liturgy within the classroom. Pupils are encouraged to plan and lead parts of, or entire, sessions. Each phase has their own *Collective Worship (Prayer and Liturgy) Guide* and every class has their own Prayer and Liturgy resource box.

Class-based Prayer and Liturgy sessions typically follow a four-part structure:

**Gather** – Creating a prayerful atmosphere through music, a welcome, or the use of a focus object, bringing the community together.

**Listen** – Hearing God's Word through scripture readings, with time for quiet reflection to help pupils understand and engage with the message.

**Respond** – Reflecting on the scripture through prayer, discussion, artwork, or symbolic actions (such as placing a stone), enabling pupils to relate the message to their own lives.

**Mission / Go Forth** – Leaving with a clear mission or message, encouraging pupils to share the Good News and live out their faith in the wider world.

In order to achieve the above, Prayer and Liturgy is organised as follows:

Day	Prayer and Liturgy Session	Led by
Monday	School values assembly	Teaching Staff / SLT
Tuesday	Class based Prayer and Liturgy	Teaching Staff/Pupils
Wednesday	Class based Prayer and Liturgy	Teaching Staff/Pupils
Thursday	KS1 and KS2 Liturgical focus & Gospel values  EYFS Liturgy Assembly	Chaplaincy Leader  Deputy Headteacher
Friday	Celebration Assembly Wider Community	Headteacher / SLT

Full details of all provision can be found in the Annual Plan of Provision (APP)



#### **Resourcing**

Prayer and liturgy are central to the school's understanding of itself as a Catholic school and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

#### **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.

#### **Monitoring and evaluation**

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

#### **Review**

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.