

Policy Reference: 29



## PRAYER & WORSHIP POLICY

Version: 1

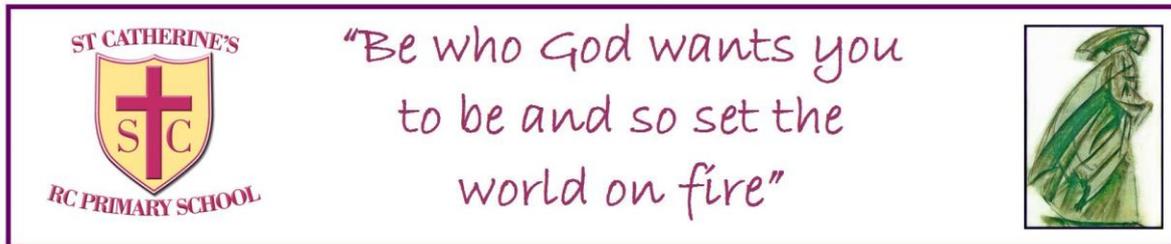
<b>Name and Designation of Policy Author(s)</b>	Robert Tanti, RE Co-ordinator		<b>Is this a Statutory Document</b>
			No
<b>Approved By (Committee / Group)</b>	Curriculum Committee		
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<b>Links to Other Strategies, Policies, Procedures, etc</b>	Religious Education, PHSE & Citizenship, Progression Of Prayer		

### Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
June 2015	1	Robert Tanti, RE Co-ordinator	Old policy updated and put into the new standard format (hence version 1)

### Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
This policy will be available for staff, parents, governors and is in date	100%	Check policy is on website termly	Curriculum Committee	Annual	R.E Co-ordinator
Childrens views on RE are collected annually	100%	Children's Voice meeting with the RE Co-ordinator	Curriculum Committee	Annual	R.E Co-ordinator



## Prayer & Worship Policy 2015

### 1. Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us **'To be who God wants us to be and so set the world on fire.'**

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

### 2. The Nature of Collective Worship

We believe that Christian worship 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.<sup>1</sup>

### 3. Legal Requirements

We acknowledge the legal requirement that there must be a daily act of worship for all pupils.<sup>2</sup> (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.) We understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. We also acknowledge that collective worship and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between the two should be made clear to all.

The act of worship is not designated curriculum time under regulations and is not included under any part of the curriculum, including religious education.

As a rule, acts of worship will take place on the school premises. However, the governing body has the discretion to allow acts of worship to be held elsewhere e.g. church, school trips etc..

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<sup>1</sup> It is important to be clear about our use of terminology when dealing with the whole area of 'Collective Worship' in schools. 'Collective Worship' is a term used in legislation in this country. 'Prayer' and 'Liturgy' are terms that are also referred to in our context and are explored in greater depth in the guidelines.

<sup>2</sup> Parents have a right to withdraw their child from Collective Worship. However, given the importance of Collective Worship in a Catholic school, parents and prospective parents need to 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.

In this school, as with any Voluntary Aided School, responsibility for arranging Collective Worship rests with the Governing Body after consultation with the head teacher.

### **A. Right of Withdrawal**

Due to our Catholic nature and expectation as a Catholic school, we expect all children to attend Mass, collective worship and other assemblies. Any parent can request permission for their child to be excused from attending religious worship. Parents do not have to explain or give reasons for this. Parents would be required to make arrangements for the supervision of the child during the period concerned. This complies with the 1944 Education Act and was restated in the 1988 Education Reform Act. The Head teacher keeps a record of all children who withdraw from collective worship.

### **B. Multi faith Issues**

Worship and liturgy that has a multi-faith dimension is more problematic. It would be unwise for us as a Catholic school to fully celebrate a non-Christian feast or event. Liturgies and worship should look to be inclusive where possible. We are sensitive to the needs of the children of other faiths and if requested, can provide time for their own worship in school. The presence of another faith will deepen and enrich the understanding of our own when there is a genuine dialogue. We believe a faith community is well placed for that dialogue to be most respected and fostered. Our admissions policy at St Catherine's reflects and welcomes this dialogue. Prayer is universal to all faiths and opportunities for personal and reflective prayer is the most inclusive.

## **4. The Place of Collective Worship and Prayer in the Life of St Catherine's**

### **A. Collective Worship**

We endorse the belief that Collective Worship 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.

Collective worship will be an educational activity or experience to which all can contribute and from which all can gain. Worship in St. Catherine's is more than just a legal requirement. It is an integral part of school life and central to the Catholic tradition.

## B. Prayer

Prayer consists of listening, speaking, reflecting and resting.

'It is important to ensure that our prayer reflects the essence of our lives: joy and sorrow, a sense of belonging, a feeling of loneliness, celebration and peace, anger and upset.' – *RE: The Primary Years*, Danny Sullivan.

Prayer should be seen by adults, and children, as a special way to talk to God.

Spontaneous prayer and reflection on what has happened in the lives of our children at home, and at school is important. When praying with children we must remember that each of them is unique and therefore their prayer is unique. They come from different homes, with different experiences and an individual set of anxieties and questions. Teachers provide creative and varied opportunities for prayer so that children from many diverse backgrounds have the best opportunities to discover their own spiritual response. The use of singing and/or music, support this. Prayer should often be child led with children suggesting prayer intentions and actively leading the class in prayer.

### **5. The Aims of Collective Worship:**

We believe that Collective Worship in our school aims to provide opportunity for all pupils and staff. Through liturgy and worship, we aim to:

- To contemplate something of the mystery of God
- To reflect on spiritual and moral issues
- To explore their own beliefs
- To respond to and celebrate life
- To experience a sense of belonging and develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To reinforce 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.'

### **6. Principles of Worship In St Catherine's and Differentiation:**

We understand worship to be a special act or occasion with the purpose of showing reverence to God. All Acts of Worship in this school will:

- Give glory and honour to God.
- Be a quality activity, fundamental to the life of the school and its Catholic character.
- It is our loving response, in word and action to Gods invitation to enter into a relationship with Him made possible by the life, death and resurrection of Jesus and the witness of the Holy Spirit.

- Give children positive liturgical experiences, appropriate to their age, ability and family backgrounds in order to prepare them for the liturgical life of the Church.

A key principle of the Directory for Masses with Children is to enhance the quality of worship by adapting, whilst maintaining authenticity to the Catholic tradition, thus encouraging participation. Therefore worship and liturgy should be 'suited to children's age and capabilities'.

Children do not have to always understand all of the experiences provided in worship and liturgy, as they are aimed at a wide range of years. They must, however, experience some elements that are relevant to them when they attend.

Curriculum RE plays an important role in preparing pupils for worship by giving them the means to understand the religious language and significance of the actions. Particular attentions should be given to the Word of God, and all reading used in liturgy and worship, so that it is proclaimed at a level appropriate to the pupils' age and capacity.

## **7. The Planning, Content and Delivery of Collective Worship in St Catherine's**

All classes hold a daily act of collective worship in our school. Time for worship is in addition to the 10% curriculum time for classroom Religious Education, as required by the Bishops Conference of England and Wales.

We take the themes of our collective worships from the traditions of our Catholic faith and we reflect on the festivals and events of our Catholic liturgical calendar. The themes of our worships often build and reflect on topics that we teach as part of the school curriculum, (but with flexibility to respond to changing situations within the school and the wider community). Within St Catherine's, Para liturgies and worships provides opportunities for the community to come together to celebrate and share. Parents of the class leading the whole school (split) worship are invited to join.

Once a week our Good News Worship offers an opportunity to acknowledge and reward children for their achievements both in and out of school. It plays an important part in promoting the ethos of the school, which is that all children are valued and all achievements recognised. We welcome Governors' attendance at our worships and celebrations at any time.

## A. Forms of Collective Worship and Prayer

### Timetable of Worship

The current weekly timetable is:

Day	Foundation Stage	Key Stage 1	Key Stage 2
Mon			
Tues			
Weds	Teacher or class led worship	Teacher or class led worship Hymn Practice	
Thurs		Class mass (Once per half term)	
Fri	Celebration Worship		

Collective Worship planned and led by the children takes place in class weekly. As much as possible it should be planned and led by the children (age appropriate) and recorded in class worship books which are near the focus prayer areas in the classrooms. Children are encouraged to evaluate and discuss their worships as a means for improvement. These will usually take place on the days when there is not a whole school (split) worship in the hall.

Collective worship in the classroom, class worships in the hall, and teacher worships may follow the pattern, or variation of the pattern as detailed below:

- **Gather Together**- how we come together, the setting, the environment (quiet/reflective music, lighted candles, statues, sign of the cross, focus and examination of conscience etc);
- **The Word of God** - A reading from the scriptures (or another suitable source), breaking the word, time to reflect on this and prayers to fit into the theme);
- **Action /Response** - A ritual movement that everyone can join in with that fits with the theme (gestures such as shaking hands, holding hands, lighting a candle, prayers, responses to prayers etc);
- **Mission / Go forth** -The sending out from the celebration, giving children something to hold onto from the experience of the para liturgy that they can take into their daily lives.

**Teacher Led Worship** - 20 min. Whole school (split into 2 seating's due to lack of space) based on liturgical season, feast days, etc. (See *separate rota*). Led by a teaching member of class.

**Class led Worship** - 20 min. Whole school (split into 2 seating's due to lack of space). Led by individual classes, and based upon curriculum topic or from the church calendar. Parents and families are invited.

**Celebration & Worship (Friday)** – 20 min. Led by head teacher or other member of senior leadership team. Whole school (split into 2 seating's due to lack of space)

**Hymn Practice** – 20 min

### **B. Daily Prayer in the Classroom**

A daily experience of prayer- in classroom, collective worship or elsewhere- is much more than just a legal requirement. It should be at the heart of our school. It is a centre to which many of the achievements and challenges of daily life can be brought and from which strength and purpose can be taken. At this centre, is Jesus. Daily prayer helps make Jesus real for all in the school- a friend whom they can trust and relate to, one who is a guide, and one to whom they can turn in a time of need.

Prayer within the classroom takes place four times a day: at the beginning, before and after lunch and at the end of each day, as well as during collective worship. (See *separate Prayer progression document*).

Our community must be able to pray as well as recite prayers together. Pupils should learn and experience all forms of prayer so that they can adore, give praise and thanks, express sorrow to God, on their own behalf and on behalf of others, as well as offer prayers of petition and intercession.

We use our classroom focal points as an aid to prayer. There is a focal point for prayer in each classroom, in the hall, (*reception area and sacred space to be added for September 2015*) appropriate to the liturgical season of the year and incorporating the correct liturgical colour.

### **C. Staff Prayer**

Weekly staff insets begin with a prayer or reflection providing an opportunity to be still and quiet. Staffs take it in turns to lead this. (See *Separate Rota*)

### **D. Advent, Lent and Other Celebrations**

The seasons of Advent and Lent are times of preparation for Christmas and Easter and need to be given their own importance. Prayer and worships at this time reflect the season. During Advent, special Advent worships are planned and the children use the Advent Wreath as a focal point. Parents and families are invited to attend.

Para liturgies, reflections, and prayers are planned to celebrate the events of Holy Week. The week culminates in the Stations of the Cross. It is important that the Children appreciate that Christmas Day and Easter Sunday are the beginnings of the seasons of Christmas and Easter.

### **E. Rosary**

Twice a year during the months of Mary (October and May) the schools R.E group lead children, school staff, families and parishioners in prayer through the praying of the Rosary. It is the responsibility of the R.E Coordinator to lead this although support should be provided from other members of staff.

### **F. Feast of St Catherine of Siena**

The feat of St Catherine of Siena falls on April 29<sup>th</sup>. Our Patronal Feast Day is marked by a Mission Day.

### **G. Recording**

Each class has a Collective Worship book which contains plans and photos from class collective worships. There is also a Collective Worship book for whole school or key stage worship. Worships and events can also be recorded through displays, collections of pupils' contributions, prayers, reflections, photographs, videos etc As well as the children's actual R.E books.

## **8. Celebration of the Eucharist / Mass**

The children of St Catherine's celebrate one Mass per half term. Y6 also celebrate a Leavers' Mass to celebrate their time at St Catherine's. Y3 Masses follow the Sacramental Programme timetable of preparation. The SLT are responsible for timetabling these and liaising with the Parish Priest, with support from the R.E Coordinator. Sufficient time should be taken to prepare the children for the Mass, both in terms of practice and understanding. Whole school Mass' occur 6 times an academic year and also Holy Days of Obligation that fall on weekdays.

## **9. Home School Parish Links**

At St Catherine's we are fortunate enough to have St Catherine's Church near our site. Families and children are actively involved in Sunday Masses. The parish takes a lead in Sacramental preparation and celebration which is supported by the school.

Once a week the parish priest visits a class from Y3 to Y6 (See separate timetable) to explore the Big Questions of the children. (See R.E Policy for further guidance)

## **10. Retreat**

Children from Y3 to Y6 have the opportunity to attend a retreat at the Marist Centre, Chorlton. Year groups attend once a year. It is our intention to increase the amount of year groups that attend this, subject to availability.

## **11. Resources**

Resources to support worship and prayer are located in individual class R.E boxes (purple). Further resources are located in the R.E resource area (in the staff room). Digital resources are located centrally for all to access.

## **12. Monitoring and Evaluation**

At least once a year the school's provision of worship will be evaluated to consider whether it meets the needs of all pupils and whether pupils are making progress in acquiring skills and abilities in organising and leading worship. The head teacher with support from the R.E Coordinator is responsible for this. The children also take part in annual questionnaires which take place in the Summer 2 term. This is on top of the evaluating mentioned in section A.

### **Policy Monitoring and Review**

It is the role of a named school governor with responsibility for Religious Education and Collective Worship to monitor the policy and practice of Collective Worship. The governor concerned liaises with the RE Coordinator and Head teacher before reporting to the governors on Religious Education and Collective Worship.

This policy was produced in June 2015. The Governing Body should review this policy every 3 years, the next review will be in the Summer term of 2018.

The Governors may, however, review the policy earlier than this, if the government or diocese introduces new regulations, or if the Governing Body receives recommendations on how this policy might be improved.

## Appendix I

### The Role of the Co-ordinator for Collective Worship

- **Formulating a written policy for Collective Worship**
- Ensuring that there is a development plan for Collective Worship 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
- Ensuring that Collective Worship 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 Worship
- Assisting the governors and headteacher 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 Collective Worship
- Informing the headteacher of standards and developments in Collective Worship

#### **Communication**

- Communicating to members of the school community the significance and content of Acts of Collective Worship
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards Collective Worship
- Informing newly appointed colleagues of school policy regarding Collective Worship
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan RE Centre

#### **Professional development / Ongoing formation**

- Leading and organising inservice training and ongoing formation for Collective Worship
- Attending appropriate in-service courses and reporting back
- Keeping up to date by personal reading

#### **Resources**

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