



St Margaret of Scotland Catholic Primary School



PRAYER AND LITURGY Policy June 2023

Ratified by LAC: June 2023

Review: June 2025

St Margaret of Scotland Catholic Primary School

Prayer and Liturgy Policy

Mission Statement

“Learning with Jesus in Faith, Hope and Love.”
(1 Corinthians, 13:13)

Our Vision

“We ensure that all in St Margaret’s strive to live and love as a Christian family, growing ever closer to God and rooted in the teachings of the Gospels. This journey, ‘The St Margaret’s Way’, applies to everyone in the school community and informs the way we think, feel and act towards achieving our high aspirations.”

In our school we strive to be:

- **LOVING:** By our just actions and kind words. We love God and we love each other.
John 15:12 “My command is this: Love each other as I have loved you.”
- **FORGIVING:** We are forgiven by God and each other and also forgive.
Luke 6:37 “Do not judge, and you will not be judged. Do not condemn, and you will not be condemned. Forgive, and you will be forgiven.”
- **TOLERANT and RESPECTFUL:** Well-rounded individuals who have a positive impact on others, near and far, especially those who are less fortunate.
Matthew 7:12 “So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.”
- **HONEST:** a sense of responsibility and the strength to speak up truthfully.
Ephesians 4:25 “Therefore each of you must put off falsehood and speak truthfully to your neighbour, for we are all members of one body.”
- **DETERMINED and HARD WORKING:** Developing lively, enquiring and independent minds and the resilience to embrace the challenges we face. To keep on going towards achieving our full potential.
Hebrews 10:36 “For you have need of endurance, so that when you have done the will of God you may receive what is promised.”
- **HOPEFUL:** For ourselves and the world, changing what we can for the better in order to fulfil God’s plan.
Jeremiah 29:11 “For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.”

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 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 St Margaret's 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 in St Margaret's 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

¹ Christ at the Centre Rev Marcus Stock, 2005

- To grow in liturgical understanding and development
- 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 in St Margaret's Catholic Primary 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, 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.

St Margaret's school offers pupil a wide range of prayer and liturgy activities throughout the year to deepen pupils' knowledge understanding and relationship with God. These include daily class prayers, services at significant times of the year such as the Christmas Service, the Stations of the Cross, meditations during Advent and Lent, reciting the Rosary during October, individual Confessions, as well as retreat days for Year 2 and Year 6. Attendance at Mass, both in school and at Church is also offered to KS2 children as well as Adoration. The frequency and planning of prayer and worship opportunities will be co-ordinated by the Head Teacher and the Prayer and Liturgy Co-ordinator and will include a daily "act of worship."

All training and staff meetings begin with prayer. Staff also benefit from reflections throughout the year such as on CPD days and at other key moments, e.g. during Catholic Schools' Week.

The Timetable of Prayer and Liturgy is set out in the appendix.

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy. The RE Lead will assist the Headteacher in leading prayer in the main hall and in the Prayer Room. The class teacher will lead class prayer and liturgy. Children are taught to plan and lead prayer times according to their age.

Recording

Prayer and liturgy is recorded in the Prayer and Liturgy file.

² Directory for Masses with Children, paragraph 9.

Monitoring and Evaluation

Prayer and liturgy is monitored using the prayer and liturgy monitoring form and reviewed at planning meetings. Updates on the Liturgical events of the year are reported to Governors at each meeting.

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

Resources

Books
Bibles
Storytelling cubes
Liturgical worksheets
Dressing up clothes
Candles
Cloths
Posters
Artefacts

These items are located in the RE cupboards situated around the Key Stage 2 hall. The Prayer and Liturgy Co-ordinator manages them and liaises with pupils to access them when appropriate.

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.

Retreats

Lent Term – Year 2 Retreat – “You are Special”
Lent Term – Year 6 Retreat – “Moving on”

Other opportunities

Parish Mass
Stations of the Cross
Reconciliation

Eucharist

First Friday Mass
New School Year Mass
St Margaret of Scotland Feast Day Mass
Ash Wednesday Mass
First Holy Communion Celebration Mass
Leavers' Mass

All opportunities in our school for the celebration of the Eucharist will be done in consultation with the Prayer and Liturgy Co-ordinator and the parish priest.

³ Christ at the Centre Rev Marcus Stock, 2005

The Coordinator for Prayer and Liturgy

Mrs Forde is the Co-ordinator for Prayer and Liturgy. Please see Appendix 1 for details and responsibilities of the role.

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.

Appendix 1

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
- Leading the Chaplaincy team where liturgies are planned for and evaluated

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 Education Service

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

St Margaret of Scotland Catholic Primary School – Chaplaincy Diary Dates

Summary Table of Liturgical Dates (September – July)			
	2022/2023	2023/2024	2024/2025 (draft)
Lectionary (Sunday/Weekday)	C/II then A/I	A/I then B/II	B/II then C
All Saints	1 Nov	1 Nov	1 Nov
All Souls	2 Nov	2 Nov	2 Nov
Our Lord Jesus Christ, King of the Universe	20 Nov	26 Nov	24 Nov
First Sunday of Advent	27 Nov	3 Dec	1 Dec
Immaculate Conception of BVM	8 Dec	8 Dec	9 Dec
Nativity of the Lord	25 Dec	25 Dec	25 Dec
The Holy Family	30 Dec	31 Dec	29 Dec
Mary, mother of God	1 Jan	1 Jan	1 Jan
Epiphany	6 Jan	7 Jan	5 Jan
Baptism of the Lord	8 Jan	8 Jan	12 Jan
The Presentation of the Lord	2 Feb	2 Feb	2 Feb
Ash Wednesday	22 Feb	14 Feb	5 March
The Annunciation of the Lord	25 March	8 April	25 March
Easter Sunday	9 April	31 March	20 April
Ascension	18 May	9 May	29 May
Pentecost	28 May	19 May	8 June
The most Holy Trinity	4 June	26 May	15 June
The Body and Blood of the Lord	11 June	2 June	22 June
SS. Peter & Paul	29 June	30 June	29 June

September 2022

Green cloth and 4 daily prayers out in each prayer area.

- 5th – Welcome back assembly
- 6th – Monitoring - Prayer Tables
- 7th – RE Curriculum Newsletter to parents
- 12th – 18th – Catholic Schools' Week
- 13th - 6pm Mass to celebrate Catholic Education
- 14th – Catholic Schools' Week Staff Reflection – 8am briefing slot
- 19th – National day of mourning for HM The Queen
- 20th – selection of new pupil Faith Ambassadors
- 26th – CAFOD Introduction assembly & workshops for Y1 & Y3
- 27th – Jo White Harvest Festival launch assembly
- 28th – Mass of the New School Year & Blessing of Faith Ambassadors

October

Month of Our Lady of the Rosary. FAs to lead daily Decade of the Rosary at lunchtimes in prayer room. Hail Mary prayer to go out to KS1 classes and Hail, Holy Queen to go out to KS2 classes.

- 5th – Y5 CAFOD workshops on CST
CPD – Sacramental theme
- 6th – Faith Ambassador Meeting – lunchtime
- 7th – Diocesan Schools Mass Dunstable 11am FAs to attend
- 12th – briefing on Baptism (use of video resource from Trust)
ECTs Q&A session regarding RE/Chaplaincy. Drop-ins to RE Lessons
- 16th – Remembrance Book insert given out to classes to fill in
- 17th – Monitoring – RE Book Look
- 18th – School Chaplains CPD – St Paul's MK

November

Month of Remembrance. All classes given Eternal Rest prayer.

Advent – Advent wreath to go into KS2 hall. Advent prayers to all classes. Purple cloth out on all prayer tables. Advent calendars to go out to all pupils and A3 version to follow in classes.

- 1st – All Saints Day assembly – Remembrance Book to go out in KS2 Hall
- 4th – Y5 attend First Friday Mass at Church
- 7th – Chaplaincy Meeting – 3.15pm
- 8th – Faith Ambassadors meeting - lunchtime
- 14th – 18th – Judaism Week – visit from Rabbi with workshops
- 16th – St Margaret of Scotland Feast Day Mass at Church followed by Tea @ Two in school with parents.
- 17th – 1 St Clare class assembly to parents
- 18th – Fundraising – Children in Need
- 23rd – CPD briefing – Advent
- 24th – 6 St Francis class assembly to parents
- 28th – 1st Sunday of Advent assembly
- 29th – Meditation Monday for parents in class

December

Christmas trees and cribs up on 2nd December. Travelling cribs to begin moving through school.

- 1st – 4 St Bernadette class assembly to parents
- 2nd – Y4 attend First Friday Mass at Church
- 6th – Service of Reconciliation in school followed by individual confessions
Chaplaincy TEAMS meeting 3.30pm
- 7th – Faith Ambassadors meeting - lunchtime
- 12th – 15th – Christmas Crafts with parents. Including Carols and Scripture
- 12th – Tasty Treats event
- 13th – Christmas Service – in church 5pm. Faith Ambassadors and Choir
- 13th – EYFS Nativity play to parents
- 14th – Fundraising – Christmas Jumper Day for Save the Children

January 2023

Gold cloth on prayer areas until after Baptism of the Lord – then change to green

- 3rd – Training Day. Staff reflection
- 4th – Epiphany Assembly and blessing of doors – Faith Ambassadors
- 5th – RE Newsletter to parents
- 11th – Faith Ambassador meeting - lunchtime
- 19th – 5 St Bernadette assembly to parents
- 23rd – Chaplaincy meeting 3.15pm
- 24th – Year 2 Retreat Day – “You Are Special”
- 25th – CPD Eucharist
- 26th – 6 St Clare class assembly to parents
- 27th – Chaplaincy Day at St Mary’s, Caddington
- 31st – Steve Chiswell Induction Mass – 4.30pm

February

Cloth to change to purple on Ash Wednesday. Lent calendars to go home and A3 version to be followed in class.

- 2nd – School Chaplains to The Village Hall, Oxford @ 12.30pm
2 St Francis class assembly to parents
- 3rd – Y3 to attend First Friday Mass @ St Margaret’s Church
- 8th – CPD briefing – Lent
- 20th – Faith Ambassadors meeting - lunchtime
- 21st – whole school pancake event
- 22nd – Ash Wednesday Mass at Church
- 23rd – Deep Dive RE
3 St Bernadette class assembly to parents
- 27th – Meditation Monday – parents to join classes

March

- 1st – Multi-Faith assembly – 9.30 (Luton Council of Faiths)
- 2nd – 5 St Clare class assembly to parents
- 3rd – Year 6 to attend First Friday Mass at Church
- 7th – Stations of the Cross with Y3 at Church
- 8th – Service of Reconciliation with individual confessions
- 9th – 1 St Francis class assembly to parents
- 14th – CAFOD assemblies to KS1 and KS2
- 15th – Stations of the Cross with Y4 at Church

- 16th – 2 St Bernadette class assembly to parents
- 20th – Tasty Treats event
- 21st – 28th – Easter Crafts with parents including songs and scripture
- 21st – Stations of the Cross with Y5 & 6 at Church
Faith Ambassadors meeting - lunchtime
Mini- Vinnies meeting via zoom – 3.15pm
- 27th - Meditation Monday – parents to join classes
- 28th - Easter Story at church – Faith Ambassadors and choir

April

Gold cloth on all prayer areas. Come Holy Spirit prayer to all classes.

- 18th RE Newsletter to parents
- 25th – Faith Ambassadors meeting - lunchtime
- 27th – 3 St Clare class assembly to parents

May

May is a month dedicated to Our Lady. Hail Mary and Hail, Holy Queen prayers given out.

- 3rd – Crowning of Our Lady assembly – Faith Ambassadors
- 4th – 5 St Francis class assembly to parents
- 15th – 19th – topic of Islam to be taught. CPD and assemblies to be delivered by Muslim staff
- 15th – Chaplaincy team meeting – 3.15pm
- 16th – Faith Ambassadors meeting - lunchtime
- 17th – Mini-Vinnie launch assembly by Warren from SVP
CPD – Reconciliation
- 18th – EYFS St Clare class assembly to parents
- 22nd – Primary RE Subject Leads Meeting at Cathedral
- 23rd – Year 6 Retreat Day – “Moving On”
- 24th – Trust Chaplaincy meeting – St Ethelbert’s, Slough

June

Green cloth to go out in all prayer areas for 19th.

- 7th – CPD briefing RSE
- 8th – RED training – Cathedral
- 9th – RED training – Cathedral
- 12th – Y6 visit to Gurdwara
- 13th – Faith Ambassadors meeting - lunchtime
- 14th – Celebration of First Holy Communion candidates with parents in school
- 21st – CPD – Life to the Full staff consultation
- 23rd – RE & Chaplaincy Conference – cathedral
- 26th – Gurdwara staff to deliver workshops to Y2

July

- 4th – Chaplaincy meeting on TEAMS
- 5th – Chaplaincy team meeting – 3.15pm
- 6th – Multi-faith storytelling – year 5 & 6
- 18th – Year 6 Leavers’ Mass

Monitoring and Review

This policy will be monitored regularly for updates by the RSE leader and will be reviewed every 2 years by the Governing Body. Parents will be consulted before any proposed changes.

Reviewed by LAC: June 2023

Next review: June 2025