Prayer & Liturgy Policy 2025-2026

St Augustine's Catholic Primary School

Approved by:	Head Teacher	**Date:**	September 2025
Last reviewed on:	October 2024		
Next review due by:	September 2026		

School Mission Statement

At the heart of our Catholic faith, we pursue the truth and strive for excellence. The more we recognise and appreciate the beauty and goodness in ourselves and others, the more we come to recognise God.

At St Augustine's School, we share the Light of Christ with each other and feel a sense of belonging to the family of the Church.

Our school is a place of order, stability, tolerance and love, where we foster good relationships between home, school, parish, local and wider community.

Together we will make this school a place where everyone is nurtured, supported and valued while being circled by God's love.

When God's love enters our hearts, we grow in wisdom and understanding.

Central to everything we do at St. Augustine's is our Mission Statement. It recognises the dignity and worth of its members and has as its ideal a community where the Gospel values of love and tolerance are promoted and where all forms of behaviour are directed towards this ideal.

Introduction
Understanding Prayer and Liturgy

(From the draft Prayer and Liturgy Directory, September 2022)

In any school there will be a range of prayer and liturgy: classroom prayer, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacrament of Reconciliation. Each form of prayer and liturgy will have its own character dependent on the circumstances, size and age of the group, the place of celebration and its content.

Definition of Terms

Prayer, Liturgical Prayer, and Liturgy form a continuum with silent meditation at one end and a celebration of Mass on a Solemnity of the Church (e.g., Ascension of the Lord) at the other. Of course, there are areas of overlap between the categories.

Prayer **Liturgical Prayer** **Liturgy**

Christian meditation Service of the Word Sacraments:

Prayer before meals Assembly Liturgy of Hours Mass

Penance

Devotions Benediction

Prayer	Liturgical Prayer	Liturgy
Simple structure	Structured (often 4 part)	Taken from official books
One or two elements	Elements drawn from liturgy	Complex structure
Balance of familiarity & creativity	Places of Scripture	Many elements
	Contrasts and creativity	Range of ministry

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
We acknowledge that 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. We also acknowledge that collective worship and assembly are distinct activities. 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 that those which are specifically structured, within Come and See RE curriculum.

The Place of Prayer and Liturgy in the Life of St Augustine'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;
- Those with special educational and medical needs

The Aims of Prayer and Liturgy
Prayer and liturgy in St Augustine's Catholic Primary 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 develop the skills of:
    - Reverence

[1] Christ at the Centre Rev Marcus Stock, 2005

- Contemplation
- Interpretation
- Empathy
- Meditation

- To enrich religious experience
- 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 Augustine'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 & See", significant dates and the curriculum. Scripture will be the focus in most acts of Prayer and Liturgy
- involving consultation with appropriate parties and reference to school aims and policies
- with flexibility to respond to changing situations within the school and the wider community
- To develop in pupils skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.
- Opportunities for children to listen, reflect and be prayerful.

The Timetable of Prayer and Liturgy is as below:

Type	Involved	Frequency	Venue	Led by
Gospel Assembly	KS1 & 2	Every Monday (or start of week)	School Hall	SLT
Morning Prayer	All Classes	Daily 9 am (unless in hall)	In Class	Teacher/ Prayer Leader/ CLA's
Grace Before meals	All Classes	Daily Before	In Hall	Teacher/ Prayer Leader/ CLA's
Evening Prayer	All Classes	Daily End of Day	In Class	Teacher/ Prayer Leader/ CLA's
Parish Christmas Carol Concert	Whole School Invite	Annually	Church	Parish Priest, SLT, RE lead, Teachers, Children CLA's
Class Visits to the church	Whole School	Annually	Church	Parents, Priest, Teachers & support staff

[2] Directory for Masses with Children, paragraph 9.

Class Prayer and Liturgy	All Classes	As Per Timetable 2 a Week in class	In Class	Children under teacher guidance
Special Mass with Parish invited	Rec-Y6	Timetabled Through Year e.g. Feast Days/ Holy Day of Obligation/ Start of School Year etc.	In Church or school hall	Parish Priest, SLT, RE Lead and parents, Choir
Year Group Celebration of Work	All Classes	Two per Year – Parents Evening	Junior Hall	Whole Year Group
St John Southworth Academy Mass	Years 5&6 (Invitation only)	June Annually	Westminster Cathedral	SLT, RE Lead, Years 5 & 6 Staff
Rosary Sessions	All school Invited	October & May	School Prayer Garden	CLA's and children
Quiet Liturgies	KS1 & 2	Advent and Lent	Hall and Class	SLT and Class Teachers
Opportunities for confession	Years 3-6	Advent & Lent	Hall, Prayer Garden, Quiet area	Parish Priest, Class Teachers, Support staff
Class Assemblies	All School	Varying weeks in spring & summer term	Hall	Class teachers & Support Staff
Special masses	All school	First Holy Communion Celebration Leavers Mass	Hall Playground	Parish Priest, Class Teachers, CLA's Support staff
Stations of the Cross	KS2	Annually Lent Towards Holy Week	In Church	SLT and RE Team

Organisation of Collective Worship:

The format for Collective Worship for our school will be:

- **Gather** –how we come together, the setting, the environment (quiet reflective music, lighted candles, icons etc.)
- **Word** –every liturgy will centre on at least one text from the Bible, with the reading of the day being the first source. The Word of God will be proclaimed from a Bible.
- **Response** –The response to the Word may lead into a time of ritual action or communal prayer. The ritual action may vary (dance, music, drama, art, poetry etc.) We place our needs before God (intercessory prayers)
- **Mission** –Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives.

Leading Prayer and Liturgy

As faith leader of the school, the Headteacher will plan and lead prayer and liturgy, supported where necessary by the Deputy Headteacher and the RE lead. The class teacher will lead class prayer and liturgy. Children are taught to plan and lead prayer times according to their age.

Recording

Collective Worship is recorded:

- on a liturgy planner to keep note of themes, leaders, pupil groupings and resources;
- through displays, prayers, collections of pupils' contributions, photographs, videos etc.

Prayer Progression

St Augustine's has developed a prayer progression document with a powerpoint to match so that staff are clear what prayers children learn in each year group.
This is also available for parents on the prayer section of our school website. The prayer progression is as follows:

Year Group	Prayers
Reception	➢ Make the sign of the cross ➢ Our school prayer ➢ Lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father ➢ Advent Prayer ➢ Lenten Prayer ➢ Spontaneous prayers
Year 1	➢ Make the sign of the cross (In English and Spanish) ➢ Our school prayer ➢ Lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father ➢ Advent Prayer ➢ Lenten Prayer ➢ Prayer to our Guardian Angel ➢ Glory Be ➢ Spontaneous prayers
Year 2	➢ Make the sign of the cross (In English and Spanish) ➢ Our school prayer ➢ Lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father ➢ Advent Prayer ➢ Lenten Prayer ➢ Prayer to our Guardian Angel ➢ Glory Be ➢ Eternal Rest ➢ Spontaneous prayers

Year 3	➢ Make the sign of the cross (In English and Spanish) ➢ Our school prayer ➢ Lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father (In English and Spanish) ➢ Advent Prayer ➢ Lenten Prayer ➢ Prayer to our Guardian Angel ➢ Glory Be ➢ Eternal Rest ➢ Act of Contrition ➢ The Angelus ➢ The Joyful Mysteries ➢ Spontaneous prayers
Year 4	➢ Make the sign of the cross (In English and Spanish) ➢ Our school prayer ➢ Lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father (In English and Spanish) ➢ Advent Prayer ➢ Lenten Prayer ➢ Prayer to our Guardian Angel ➢ Glory Be ➢ Eternal Rest ➢ Act of Contrition ➢ The Angelus ➢ The Memorare ➢ The Sorrowful mysteries ➢ Spontaneous prayers
Year 5	➢ Make the sign of the cross (In English and Spanish) ➢ Our school prayer ➢ Lunch prayer ➢ After lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father (In English and Spanish) ➢ Advent Prayer ➢ Lenten Prayer ➢ Prayer to our Guardian Angel ➢ Glory Be ➢ Eternal Rest ➢ Act of Contrition ➢ The Angelus ➢ The Memorare ➢ The Magnificat ➢ The Hail, Holy Queen ➢ The Glorious mysteries ➢ Spontaneous prayers

Year 6	➢ Make the sign of the cross (In English and Spanish) ➢ Our school prayer ➢ Lunch prayer ➢ End of the day prayer ➢ Hail Mary ➢ Our Father (In English and Spanish) ➢ Advent Prayer ➢ Lenten Prayer ➢ Prayer to our Guardian Angel ➢ Glory Be ➢ Eternal Rest ➢ Act of Contrition ➢ The Angelus ➢ The Memorare ➢ The Magnificat ➢ The Hail, Holy Queen ➢ The Apostle's Creed ➢ The Luminous mysteries ➢ Spontaneous prayers

Monitoring and Evaluation

At least once a year the school's provision of Prayer and Liturgy 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 Prayer and Liturgy

Resources

The school has its own resources and each class has access to these. Children's Bibles and prayer table resources are kept in each class. Each class will have a 'Collective Worship toolkit' –with plastic wallets containing resources for the four parts of the collective worship act.

Examples of what may be used for collective worship include:

- Posters
- Candles
- TenTen Materials
- CAFOD materials
- Bibles
- Collection of RE reference books on a variety of topics
- Water – using the prayer garden

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.

Eucharist

Eucharistic celebrations in school will highlight a special occasion and will normally be celebrated with children whose faith development has reached an appropriate stage. The same general

[3] Christ at the Centre Rev Marcus Stock, 2005

principles will apply to planning a Eucharistic celebration as other acts of school Prayer and Liturgy, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to school guidance.

We believe that children are best introduced to prayer, the sacraments and particularly the Eucharist in a step by step approach.
At Key Stage 1 Prayer and Liturgy includes:

- short, simple liturgies with ritual and variety
- occasional liturgies reflecting the Introductory rites in the Mass and/or The Liturgy of the Word
- whole school, class and year group mass.

At Key Stage 2 Prayer and Liturgy includes:

- short, simple liturgies with ritual and variety
- occasional liturgies reflecting the Introductory Rites in the mass or The Liturgy of the Word; or the Eucharistic Prayer; and/or the Communion Rite.
- whole school, class and year group mass.

Masses are held regularly in school eg Beginning of Year, First Communion Thanksgiving, Leavers; and at the parish church eg Holy Days of Obligation (Ss Peter & Paul). The school also helps the church celebrate major events. Special observation is made of the Advent and Lenten seasons; on the Second Sunday of Advent, pupils, parents and staff attend the parish Mass. On Ash Wednesday children attend Mass at St Augustine's School where ashes are distributed to pupils and staff. The Sacrament of Reconciliation takes place during Advent and Lent in school.

The Coordinator for Prayer and Liturgy
Martin Kincaid - Headteacher

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

The coordinator will:

- Formulate a written policy for prayer and liturgy
- Ensure that there is a development plan for prayer and liturgy included in the school development plan
- Ensure that prayer and liturgy is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensure 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'
- Organise themes for prayer times
- Assist the governors and headteacher to carry out their legal responsibilities with regard to prayer and liturgy including withdrawal from Collective Worship
- Develop 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 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

[Consideration should be given to the establishment of a planning group, which might include, the coordinator, the headteacher, deputy, staff, pupils, governors and school chaplain. It would be part of the role of the coordinator to lead this group.]