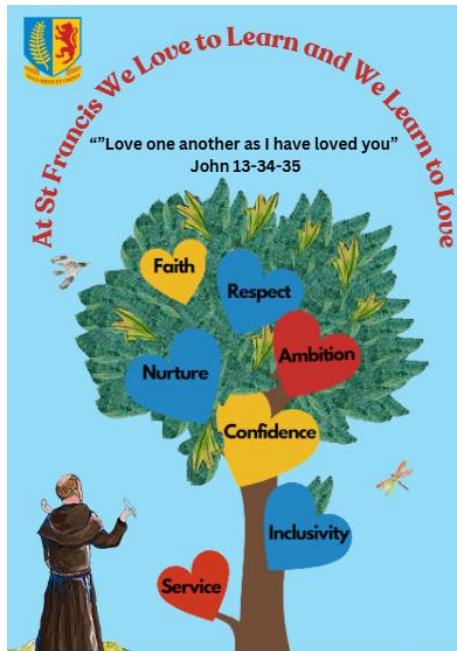
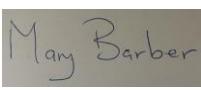


# Prayer & Liturgy Policy



Saint Francis Catholic Primary School,  
A Catholic Voluntary Academy

Version	1
Dated	June 2025
Next review due	July 2026
Approval	Chair of Governors  Mary Barber
	Headteacher 

	Gosia Brown
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### 1. Mission Statement

‘At St Francis we love to learn and we learn to love’.

The Mission of Saint Francis Catholic Primary School is to prepare all members of our community for tomorrow’s world, in partnership with parents, the parish and the wider community.

Inspired by the Gospel of St John, ‘Love one another as I have loved you’. John 13:34-35

Everything will be based on the teaching of our true head, Jesus Christ. We will strive to allow His Spirit to be the love and guiding force of all our teaching and living, to reflect the Gospel values of love, peace, joy, truth, justice, forgiveness and the unique value and dignity of each individual.

A broad, balanced, relevant school curriculum enables each child to realise their full potential in all areas – spiritual, intellectual, emotional, physical, cultural and social, equipping each one with the necessary skills for family living, work, leisure and life in the wider community of parish and society.

We will strive to make worship, prayer and liturgy meaningful experiences and through this, contribute to the faith development of everyone in the school community, leading us to respond to God’s love in praise and thanksgiving.

We will encourage devotion to our patron and model, St. Francis of Assisi, encouraging our children to see everyone and everything in creation as our brother and sister and so foster the respect due to all God’s creatures.

We have an exciting mission. We have the power and help of God to fulfil it.

## 2. The 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.)

## 3. 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; 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.

## 4. Responsibility

### 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.

### 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.

#### 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.

## 5. Overview of prayer and liturgy provision

### Whole School

A yearly plan for whole school prayer and liturgy has been devised in line with the Liturgical Year and other significant events, such as the start of the school year, Year 6 Leavers and Remembrance Day. This includes those held at school and those held at the Convent Chapel and the church of St John the Baptist in our parish. It also ensures that all children have the opportunity to plan and lead whole school celebrations of the word during the year. This plan includes both celebrations of the word and Masses.

### Class Level

Every class plans and leads a class celebration of the word every week from EYFS to Year 6. During the year, every child will have the opportunity to plan and lead these. A progression document is in place to ensure that by the time children are in Year 6, they can independently plan and lead a celebration of the word. Children use the Let Us Pray 2Gether resource to support their planning which is recorded on a planning sheet.

#### Pupil Level

Prayer areas in classroom and in communal areas provide opportunities for individual prayer in the building. Outside, a prayer garden and class prayer boxes at lunchtime, provide other opportunities.

#### Staff Level

Every meeting begins with prayer. Staff participate in class and whole school prayers and liturgies. There is a reflection area in the staffroom, along with Bible and prayer resources.

See Annual Plan of Provision (APOP) for full details.

## 6. 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.

## 7. 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.

## 8. 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.



## Appendix 1 – St Francis Catholic Primary School – Whole School Collective Worship Plan 2025/26

	Date & Time	Event	Venue	Attendees
Advent 1	September	Start of Year Mass	School Hall	Whole school
	September	Bishop's Theme Assembly - Encounter	School Hall	Whole school (led by GB)
	October	Harvest Liturgy/Feast of St Francis	School Hall	Whole school (led by Y3)
Advent 2	November	All Saints Mass	School Hall	Whole school
	Tuesday 11 <sup>th</sup> November	Remembrance Assembly	School Hall	Whole school (led by chaplains)
	December	Advent Mass	School Hall	Whole school
	December –	Christmas Celebration	School Hall	Whole school (led by all classes)
	December	Christingle Celebration of the Word	School Hall	Whole school (led by pupils from across the school)
	January	Start of term Mass	School Hall	Whole school (led by Fr John & Y4)
	January	Bishop's Theme Assembly – Discipleship	School Hall	Whole school (led by GB)
	January	St Thomas Aquinas Mass	Virtual	Whole CMAT (led by Bishop Patrick)

	February	St Valentine Celebration of the Word	School Hall	Whole school (led by school chaplains)
Lent 2	March	Lent Mass	School Hall	Whole school
Pentecost 1	April	Bishop's Theme Assembly – Missionary Discipleship	School Hall	Whole school (led by GB and chaplains)
	April – tbc	Easter Mass & Confession	School Hall	Whole school
	May	Ascension of the Lord Mass	School Hall	Whole school
	May	Month of Mary Celebration of the Word and May Procession	School Hall	Whole school (led by chaplains)
	May	Pentecost Mass	School Hall	Whole school
Pentecost 2	TBC	First Holy Communion Mass	Convent Chapel	Whole School
	July	End of Year Mass	School Playground	Whole school (led by children from all year groups)
	July – 10am	Leavers' Mass	School Hall	Whole school (led by Y6)