

Holy Family Catholic Primary School



Mission Statement:

With Christ at our Centre, we live, love and learn together,
reaching out to all.

Only our best is good enough!

Prayer and Liturgy Policy

Revised: July 2025

Date of next review: July 2027

Signed: Mr I Leatherbarrow

Role: Chair of Governing Body

Adopted by the Governing Body: 16th July 2025

1. Context

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.)

2. 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)).

Holy Family’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.

3. Responsibility

(a) Governance

The governors, as guardians of our 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). In Holy Family, those joint responsible are: Mrs Davey, as RE Lead and Mr Quigley and Miss Barr, as Head and Deputy Head respectively.
- 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.

4. Overview of prayer and liturgy provision

All pupils experience a range of prayer and liturgy; classroom prayers, Celebrations of the Word, special services, and Masses

Throughout the day, opportunities are provided for short times of prayer. These mark the time and rhythm of the day. Each day, four prayers are said; Morning Offering, Grace Before Meals, Grace After Meals, and Evening Prayer. These prayers are the same for each class, as they reflect our Mission and values. On a Friday, our whole school assembly begins with the Morning Offering ends with our own special Holy Family Prayer.

Each day, children take part on the Celebration of the Word in class. These are led by Holy Family Teachers, and our Worship Warriors. On the days of phase assemblies, children take part, as a phase group, at the start of the assembly.

Celebration of the Word Timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery AM	11.10am	11.10am	11.10am	11.10am	11.10am
Nursery PM	3.00pm	3.00pm	3.00pm	3.00pm	3.00pm
Reception	12.30pm	12.30pm	12.30pm	12.30pm	12.30pm
KS1 (Year 1 and 2)	10.45am (as part of phase assembly)	1.15pm	1.15pm	12.00 noon	1.15pm
LKS2 (Year 3 and 4)	1.15pm	10.45am (as part of phase assembly)	1.15pm	1.15pm	9.45am
UKS2 (Year 5 and 6)	9.00am	9.00am	9.00am	9.00am (as part of phase assembly)	1.15pm

Special Services and Masses

At times Liturgical significance or special Feast Days, the children will either celebrate these with Mass in school or church, led by our Parish Priest, Fr Matthew or through a liturgical service led by the Prayer and Liturgy Coordinator.

In addition, each class celebrates Mass with Fr Matthew, in class, on a rota basis. Year 1 take part in a Celebration of the word with him.

Further details of how Prayer and Liturgy is organised can be found in our Annual Plan of Provision

Whole School Services

All children will take part in daily prayer and liturgies, led by their teacher in class. However on days of liturgical significance and/or feast days, they will celebrate as a whole school, led by SLT alongside our worship Warriors.

In a typical year, these days will be:

The start of the Year	Remembrance Day	Advent	Epiphany and Feast of Holy Family
Ash Wednesday	Service of Reconciliation (x2)	May; month of Mary	Feast of Ss Peter and Paul

In addition to Prayer and Liturgy Services, children will also have the opportunity to attend Mass, wither in school or in our local parish church.

Masses:

Over one academic year, children and staff in Years 3 and 5 will celebrate Mass as a cohort in school twice.

Over one academic year, children and staff in Years 2, 4 and 6 will celebrate Mass as a cohort in school once.

Those in years 4 and 6 will celebrate a second Mass in the year, alongside the rest of the school for reasons pertinent to them. These are Masses to celebrate First Holy Communion for Year 4 and a Leavers Mass for Year 6.

For a cohort Mass, the class teachers are responsible for the preparation of the liturgy and the setting up of a temporary altar. As agreed with the Parish Priest, the second and Gospel from the previous Sunday must be used. When choosing hymns, the teachers may choose hymns outlined for the time of year from the Annual Prayer Provision document.

For a whole school Mass or Service, the Prayer and Liturgy Coordinator is responsible for the preparation of the liturgy, in liaison with the Parish Priest.

Prayers;

Children in all classes will learn and use the following prayers in their liturgies:

- Sign of the Cross
- Morning Prayer
- Grace Before Meals
- Grace After Meals
- Evening Prayer
- Holy Family Prayer

Further to these, we use a graduated approach to learning other prayers, age and stage appropriate.

	KEY STAGE ONE	LOWER KEY STAGE TWO	UPPER KEY STAGE TWO
	The Lord's Prayer	Eternal Rest	The Rosary

Common Prayers	Hail Mary	The Apostles Creed	The Magnificat
	Glory Be	The Act of Contrition	Act of Faith
		Angel of God	Act of Hope
		Come Holy Spirit	Act of love
		The Prayer of St Richard of Chichester	

5. 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

6. 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.

7. 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.

8. Review

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