

XII Apostles RCPS Prayer and liturgy Policy

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Through learning and loving we will follow Jesus.



Prayer and liturgy Policy

"Worship is concerned with reverence or veneration paid to a divine being or power", Circular 1/94

At XII Apostles RCPS we believe that Prayer and liturgy provides opportunities for pupils, parents and staff to come together to worship God and that is an experience to which all can contribute and from which all can gain. It is central to the education of children in a Catholic school and it forms an essential part of our school's provision for prayer and worship. During Prayer and liturgy we respect the diversity of belief and commitment but Prayer and liturgy will be Catholic in character. It will reflect the liturgical tradition of the Church and have Christ at its heart.

This policy outlines the purpose, nature and management of Prayer and liturgy at XII Apostles RCPS. The school's mission statement clearly reflects the importance of the act of Prayer and liturgy.

Mission Statement

Through Loving and Learning we will follow Jesus

1. To place Christ at the centre of everything we do
2. To recognise that each child is unique and to ensure that each child is educated to fulfil their human potential
3. To develop an understanding of Community; being able to recognise, respect and celebrate the diversity of all within it.

The children will have access to, and further understand the school mission statement through the acts of Prayer and liturgy (see Appendix One). The theme of Mission Statement will be central to Prayer and liturgy at least once per term.

Acts of Prayer and liturgy will take into account the religious and educational needs of all who share it:

- . Those who form part of the worshipping community in Church.
- . Those for whom school may be their first and only experience of the Church.
- . Those from other Christian traditions
- . Those from other faith backgrounds.

Aims

This school aims to make prayer, worship and liturgy real spiritual, prayerful and educational experiences, and to contribute successfully to the development of faith of each individual in the school community.

Objectives

To achieve this aim the school will:

- . Hold regular whole school assemblies each week within which are Acts of Prayer and Liturgy
 - . Celebrate the Eucharist regularly with the children, staff and whole school community, in school and at church. Due to the closure of Twelve Apostles Church, transport will be arranged to St Josephs where the children, staff and community can join in Mass.

- . Foster the growth and development of the Catholic Faith by ensuring that the 'Come and See' Scheme is taught in all classes.
- . Ensure that in each day there is time for prayer and Worship.
- . Develop an awareness of the Liturgical Year.
- . Foster the devotional life of the Church.
- . Encourage parents to celebrate in Prayer and liturgy alongside the children

Planning

On a daily basis there will be time for Prayer and liturgy. Teachers will plan from the 'Scripture Grids' (see appendix one). These are grids that contain weekly themes, relevant links to scripture, from the Good News Bible, and resource ideas to support with each weekly theme. The weekly themes are made up of our Mission Statement, Come and See links, links to the Liturgical calendar, Gospel Values and encyclicals from the Pope such as Laudato Si and Fratelli Tutti.

The class teacher is required to plan in more detail and will follow the format provided by the archdiocese. The Prayer and liturgy planner will be set in this format - ***Gather, Listen, Respond, Go Forth*** (see appendix two) Teachers are then required to save this onto the shared area to be monitored by the Headteacher, Key Stage Leader, or RE Subject Leader.

Children are also encouraged to plan and lead Prayer and liturgy, under the direction of the teacher, again they will plan using the format above. The teacher should always prepare and lead most Acts of Prayer and liturgy and be an excellent role model for children to emulate;

To help the children to lead and plan Prayer and liturgy, teachers will withdraw their input gradually at the appropriate time - given the age, capacity and stage of development of the children (See appendix three). The teachers will ensure that it must never detract from being an enriching experience where glory, honour and praise is given to God. The REJOICE part of Come and See will be used as a good place to start the process of involving children in preparing and leading worship. All teachers will ensure that for the 'Listen' stage of the Prayer and liturgy, scripture will be very carefully planned, ensuring that the children are listening to the Word of God from the Good News Bible regularly.

Schemes Of Work

A calendar of suggested themes to focus on for the Acts Of Prayer and liturgy has been compiled by the subject leader and Curriculum Team Three (see appendix one). It takes into account the Mission Statement, Church's seasons, significant dates and the curriculum. However there will be times when an event occurs within the school or wider/global community that, either the children or teacher, wants to focus on and there is flexibility in the calendar of themes to allow for this. Also the focus for the Acts of Prayer and liturgy may be related to the work that is being carried out through the various topics in the "Come and See" Scheme. The RE subject leader will also provide further examples of ideas and/or websites to be used as the basis for Prayer and liturgy eg: CAFOD, Mission Together.

Teaching and Learning Styles

The teaching and learning styles will vary depending on the teacher and children but they will all contain aspects of the following list.

- . Quiet reflection, silence, prayers, responses, music, songs, dance, drama, slides or video excerpts.
- . Ensure the theme, focus, delivery, length and resources are appropriate to the interests, age range, backgrounds and ability of pupils.
- . Set an appropriate atmosphere with a sense of order and occasion, including entry and exit.
- . Can be offered for a class, a year group, a phase or whole school.
- . Provide a focus using artefacts, candles, symbols and

lighting. Each class has a Prayer and liturgy resource box that is easily accessible and well stocked (see appendix four)

- . Respect the freedom of pupils and staff in the invitation to prayer and worship.
- . Ensure the possibility of conscious, active participation of all present.

Organisation

Teachers will decide on a block of time that is appropriate to their children and to the other commitments in the school day. It will occur at a time that is meaningful and prayerful for all participants and may vary on a daily basis.

Foundation Stage - approximately 5 minutes.

Key Stage 1 - Year 1 - 5/6 mins, Year 2, 6/7 mins

Key Stage 2 - Year 3 - 7/8 mins, Year 4 - 8/9 mins

Year 5 - 9/10 mins, Year 6 - 10/11 mins

The amount of time spent on Prayer and liturgy will depend on the age of children and the theme that is being focused on.

Differentiation and SEN

All children will have access to the Act of Prayer and liturgy and all children regardless of ability will be encouraged to be actively involved in all aspects. Children should not be taken out of class for SEN lessons until they have participated in Prayer and liturgy.

Assessment

Prayer and liturgy will be evaluated through reference to the variety of experiences possible. Acts of Prayer and liturgy will be evaluated regularly by staff and pupils. Children will, at times, complete Prayer and liturgy Evaluations

forms (see appendix five). Feedback will be used to enhance times of Prayer and liturgy, ensuring that the children's voices are heard.

Acts of Prayer and liturgy will at times be observed and the observations will record aspects of the list below and the requirements of the archdiocese detailed in the monitoring pack.

- Enriching religious experience
- Silent prayer
- Individual reflection
- Spiritual issues
- Moral issues
- Personal beliefs
- Liturgical formation
- Content
- Form
- Organisation
- Presentation
- Leadership
- Participation staff/ pupils
- Response from staff/ pupils
- Community spirit
- Common ethos/ shared values
- Positive attitudes
- Age, ability, background of pupils
- Resources
- Accommodation
- Length

Recording

Planning sheets will be completed as suggested by the archdiocese, when Prayer and liturgy observations take place and on other occasions where more detailed planning is needed. Every week class teachers will submit a weekly overall plan.

Acts of Prayer and liturgy will also be recorded through ebooks. Each teacher is to complete their own 'prayer and liturgy e book'. This should contain a variety of photographs showing the children's participation in a range of Prayer and liturgy experiences (including outdoor prayer and liturgy and prayer and liturgy with parents and carers). The ebook should also include photographs of classroom prayer spaces that are used as a focal point during prayer and liturgy.

At the end of each topic, the rejoice celebration should also be shared with parents. This could be through an invitation for parents to come into school, or through pictures of the celebration shared through ClassDojo. Evidence of the 'rejoice celebration' should be recorded in each class teachers RE Ebook. This is different to the prayer and liturgy book and is a celebration of the work that children have completed during each Come and See topic, ending with a celebration in the format of a Prayer and liturgy.

All ebooks are updated and saved on Microsoft Teams regularly. These are monitored by SMT, the RE Subject leader, Curriculum Team 3 and also **shared with governors.**

Accommodation

Acts of Prayer and liturgy will in the main take place either in the classroom, outdoors in the school grounds or in the school hall. Evidence of these types of prayer and liturgy can be found in each year group Prayer and liturgy ebook.

Health And Safety

When carrying out Acts of Prayer and liturgy the children will have access to various stimuli resources and they will be encouraged to handle them carefully, with reverence and to take care of them. They will also be reminded about being careful around the candles which are used to help to focus the children's thoughts. Battery operated candles will be used when necessary to ensure the safety of all children.

Equal Opportunities


Each child is given every opportunity to participate fully in the Celebration of Prayer and liturgy.

Role Of The RE Subject Leader

The RE Subject Leader is responsible for the Prayer and liturgy policy and its biannual review in consultation with the Curriculum Team and other members of staff. The co-ordinator takes responsibility for the acquisition and storage of resources with the advice of colleagues. The subject leader will attend all relevant training and keep the school up to date with the Archdiocese through staff meetings. The subject leader will assist the class teacher when necessary and monitor the Acts of Prayer and liturgy in school. The subject leader will organise a regular timetable of Prayer and liturgy involving parents so that all classes are given the opportunity to worship alongside their parents at least once throughout the year. The subject leader will ensure that new members of staff and students are well supported with the planning of and participation in Prayer and liturgy. The subject leader will also plan and deliver a 'Come and See for Yourself' Prayer and liturgy termly during a Staff Meeting to support staff in their prayer and reflection, before delivering a Come and See topic.

Spring One – Year 2

Week	Themes <i>Come and See Liturgical Calendar Other</i>	Scripture	Useful Resources
1 <i>(Thurs & Fri only)</i>	<i>The Epiphany</i>	<ul style="list-style-type: none"> • Matthew 2: 1-2 • Matthew 2:11 • Tobit 13:11 	<ul style="list-style-type: none"> • Song – We three kings of orient are • Prayer - https://www.youtube.com/watch?v=JH1eBGrsqg • 3 wrapped gifts on prayer space • Incorporate a special star into your prayer and liturgy this week • Hymn – Go Tell it on the Mountain https://www.youtube.com/watch?v=72LE487YZ-U • CAFOD - https://cafod.org.uk/Education/Primary-teaching-resources/Liturgical-prayer-primary/Epiphany-resources (There are lovely prayers/readings/ppts and resources for the epiphany here!)
2	<i>Mission Statement</i>	<ul style="list-style-type: none"> • Mark 16:15 • Mark 3: 13-19 – God's story 3 p. 90 • Acts 6:2-7(13) God's Story 3 p.137 • Matthew 22:37 • Mark 12:30 • Luke 10:27 • Matthew 28: 19-20 	<ul style="list-style-type: none"> • Hymn – Matthew 22 • Hymn – Follow Me • Hymn – When I needed a neighbour • https://cafod.org.uk/Education/Primary-teaching-resources/CST-pack-for-children (scroll down to PP with prayers about living out God's Word: Catholic social teaching, say the prayer and the response)

		<ul style="list-style-type: none"> • Acts 1:8 • Acts 13:47 	<ul style="list-style-type: none"> • Fishing net with cut- out footprints: we are following Jesus • Photographs of children living the mission statement on the class prayer space – refer to as we pray with the response.... Help me to be like you Jesus when I  (help my friend)
3	** Outdoor Laudate, Si <i>(All that you need is on the CAFOD website!)</i>	<ul style="list-style-type: none"> • Genesis 1 (This would need to be slimmed down. Look at the CAFOD liturgical prayer script – <i>see link on right</i> – to see their version) • Genesis 1: 3, 9, 20, 24-26 God's Story 2 pages 8-9 • Psalm 8: 3-11 – God's Story 2 pages 28-29 • Psalm 139: 14-18 – God's Story 2 page 37 • Psalm 19: 1-5 – God's Story 2 pages 28-29 • Psalm 148: 5 • Wisdom 6:7 	<ul style="list-style-type: none"> • CAFOD - https://cafod.org.uk/Education/Primary-teaching-resources/Laudate-Si-for-children You will find the liturgical prayer script, songs, animations, prayers and much more here! • Hymn – He's got the whole world in his hand • Put a globe on your prayer space or incorporate into your prayer & liturgy • Put the word into action – litter pickers, light monitors etc. • Prayer - https://www.youtube.com/watch?v=F_gYWWVkp_pU
4	Light of the World	<ul style="list-style-type: none"> • Matthew 4: 16 • John 8:12 • Matthew 5: 14-16 	<ul style="list-style-type: none"> • Hymn – Walk in the Light • Hymn – This little light of mine • Candles (real or battery)

		<ul style="list-style-type: none"> • John 1 : 5 • Ephesians 5 : 8 	<ul style="list-style-type: none"> • John Burland Song - https://www.youtube.com/watch?v=dls_xzZaW14
5	Come and See <i>Community Books</i>	<ul style="list-style-type: none"> • Luke 2: 22b – <i>God's Story 1</i> pages 28-29 	<ul style="list-style-type: none"> • www.comeandsee.co.uk • God's Story Books
6	<i>Happiness (Joy)</i>	<ul style="list-style-type: none"> • Psalm 37:4 • Genesis 21:6 • Zephaniah 3:14-15 God's Story p.67 <ul style="list-style-type: none"> • Philippians 4:4-9 • Psalm 5:11 	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=iinK7pAMf61E (hymn – the joy, joy, joy down in my heart) • https://www.youtube.com/watch?v=7t5W1FV7Ts (hymn – peace , love and joy in my soul) • Hymn – Give me Joy in my heart, keep me praising • Prayer space – Lord I am happy when ... place happy faces cards on the prayer tree – refer to these with the response: We thank you God
7	<i>Lent/Ash Wednesday</i>	<ul style="list-style-type: none"> • Joel 2:12-13 – God's Story 3 p.66 <ul style="list-style-type: none"> • Mark 1: 14-15 • Ezekiel 36:24-28 – God's Story 3 p.66 • Hosea 11:1-4 – God's Story 3 p.67 	<ul style="list-style-type: none"> • Hymn – God forgave my sin (Freely, freely) • Purple CD dedicated to hymns to be sung during Lent • https://www.youtube.com/watch?v=AP89gMH07c (music and words for reflection and silent prayer 10 mins long – can stop at any point) • https://www.youtube.com/watch?v=hcmj3Yeld4 (a short reflection music and words) • https://cafod.org.uk/Pray/Lent-calendar/2-March

Appendix Two - Planning Format

Prayer and liturgy Planner – Week 222

What preparations do you need to make beforehand? →

Monday	Tuesday	Wednesday	Thursday	Friday
Whole School Collective Worship in the School Hall				
Theme		Theme		Theme
Gather		Gather		Gather
Listen		Listen		Listen
Respond		Respond		Respond
Go Forth		Go Forth		Go Forth

Appendix Three - Children's Involvement

Children's Involvement - Step 1

The teacher always models and leads.

Prepare

- Choose suitable artefacts – given from two choices
- Help to set up focus table and notice the liturgical colour

Gather

- Sing a gather Song
- Make the Sign of Cross
- Greet everyone

Listen

- Reverence for the **Word of God in Scripture** should be shown and expected from the earliest years.

Respond

- Be silent and be with God
- Pass an object around and take turns to share
- Say prayers together
- Say who/what they want to pray for
- Model and say traditional prayers e.g. Hail Mary, Our Father.

Evaluate

- What did we hear about today? What will it help us to do?

Reflect quietly

Being still

Children's Involvement - Step 2

The teacher always models and leads.

Prepare

- Choose suitable artefacts – given from three/four choices;
- Share the theme or message and ask children which hymn they could sing from two or three they know.
- Help to set up focus table and notice the liturgical colour

Gather

- Sing a gather Song
- Make the Sign of Cross
- Greet everyone

Listen

- Reverence for the **Word of God in Scripture** should be shown and expected from the earliest years.
- Read from Scripture.

Respond

- Be silent and be with God
- Pass an object around and take turns to share
- Say prayers together
- Say who/what they want to pray for
- Model and say traditional prayers
- Heartfelt responses

Evaluate

- What did we hear about today? What will it help us to do?
- Why did you choose the hymn/song/focus?

Reflect quietly
Being still

Participate in periods
of reflection in
response to a given
stimulus
*Think to myself about
what I have seen or
heard*

Children's Involvement - Step 3

The teacher always models and leads and supports children in preparing and beginning to lead in parts.

Prepare

- Choose suitable artefacts – given from a wider choice
- Share the theme or message and ask children which hymn/song might be suitable
- Give a theme/message – set up a focus table, write prayers for Respond.
- Help choose the liturgical colour
- Help to support ICT equipment*

Gather

- Sing a gather Song
- Make the Sign of Cross
- Greet everyone

Listen

- Read from Scripture.
- Reverence for the **Word of God in Scripture** should be shown and expected from the earliest years.

Respond

- Pass an object around and take turns to share
- Say prayers together
- Say who/what they want to pray for
- Lead a hymn/song
- Heartfelt responses

Evaluate

- What did we hear about today? What will it help us to do?
- Why did you choose the hymn/song/focus?
- How did our focus help us today?

Reflect quietly

Being still

Participate in periods of reflection in response to a given stimulus

Think to myself about what I have seen or heard

Show understanding of the importance of stillness and quiet during times of reflection and prayer

Be still, be quiet, think to myself and say a prayer

Children's Involvement - Step 4

The teacher always models and leads and supports children in preparing and beginning to lead in parts.

Prepare

- Choose suitable artefacts – given from a wider choice
- Share the theme or message and ask children which hymn/song might be suitable
- Give a theme/message – set up a focus table, support children in finding suitable Scripture, write prayers for Respond.
- Help choose the liturgical colour
- Help to support ICT equipment*
- Support planning for larger liturgical gatherings

Gather

- Sing a gather Song
- Make the Sign of Cross
- Greet everyone

Listen

- Read from Scripture.
- Reverence for the **Word of God in Scripture** should be shown and expected from the earliest years.

Respond

- Pass an object around and take turns to share
- Say prayers together
- Say who/what they want to pray for
- Lead a hymn/song
- Heartfelt responses

Evaluate

- What did we hear about today? What will it help us to do?
- Why did you choose the hymn/song/focus?
- How did our focus help us today?

LEADERS OF ...
FAITH IN ACTION
CATHOLIC SOCIAL JUSTICE

✓ Reflect quietly- *Being still*

✓ Participate in periods of reflection in response to a given stimulus - *Think to myself about what I have seen or heard*

✓ Show understanding of the importance of stillness and quiet during times of reflection and prayer - *Be still, be quiet, think to myself and say a prayer*

✓ Demonstrate an appreciation of the elements needed for reflection and contemplation or prayer (places, times, foci, stimuli) - *What do we need to do to reflect, think and pray? What helps us reflect, think and pray?*

Appendix Four - Prayer and liturgy boxes (given to each class as a starter)



This is a starter box that was given to all class teachers. Teachers add to their box accordingly for the themes of the prayer and liturgy.

Appendix Five - Evaluation Form

Prayer and liturgy Evaluation

Date of Prayer and liturgy: _____

Theme: _____

Did you find our prayer and liturgy engaging?

Yes

No

Please explain why

Has the prayer and liturgy helped you strengthen your relationship with God?

Yes

No

Please explain why

What was your favourite part of the prayer and liturgy?

How could this be improved next time?

Any Other Comments

