

# Prayer and Liturgy Policy

St Mary's Catholic Primary School

Mission Statement

LEARNING TO LIVE OUT OUR CALLING WITH  
COMPASSION AND LOVE

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This policy has been agreed following consultation with all staff and governors.

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*We should never underestimate the ability of young people to be open to contemplative prayer. We need only find the right ways and means to help them embark on this precious experience.*

*-Pope Francis*

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# Rationale

As a Catholic school, our curriculum, worship and ethos is centred around the teachings of Christ. Within our school, prayer and liturgy is far more than a statutory requirement. It is an essential part of our distinctive identity; a way of celebrating our faith and deepening our relationship with God through prayer, reflection, praise and celebration. Our staff ensure that children are provided with opportunities to develop their spirituality and a close relationship with God through acts of worship. In developing a deep sense of spirituality, our children are prepared to live out their lives in accordance with their vocation. We aim to make the liturgical life of the school both creative and diverse to ensure that we stimulate and challenge the children in a spiritual way. This policy has been devised to support the liturgical life of the school by providing guidelines for various acts of prayer. We also recognise the rich diversity in the multi-cultural society in which we live. We reflect other cultures in our worship and teachings, where appropriate and we compare faiths to enable us to deepen our understanding of our own faith.

## Legal Requirement

Collective worship is a legal daily requirement which is distinct from curriculum time. For Catholic schools, this requirement is made explicit within the Trust Deed of the Archdiocese of Birmingham which states: 'Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.'

Collective worship involves:

- Those for whom school may be their first and only experience of the Church.
- Those from other Christian backgrounds – or none.
- Those from other faith backgrounds.

Parents and Carers are advised that, in desiring a Catholic Education for their child, it is expected that all pupils participate in Prayer and Liturgy. Parents and Carers have a legal right to withdraw their child from acts of worship, although this is strongly discouraged. Prayer and Liturgy are such an integral part of school life that it can never be confined to timetabled slots but may take place in a variety of contexts other than those specifically structured. This makes it extremely difficult to manage withdrawal from collective worship in totality in our school.

## Inclusion and Equal Opportunities

Prayer and Liturgy at St Mary's is inclusive to all children, regardless of religion, gender, culture or special educational needs. Children of different faith traditions are supported to pray in fidelity to their own commitments.

## Aims

Prayer and liturgy provides an opportunity for every member of the school community to:

- Pray by giving praise, thanks and intercession to God using traditional prayers of the Catholic Church and many other sources of prayer.
- Come to know and acknowledge the presence of God who is revealed to us as Father, Son and Holy Spirit.
- Nurture a relationship with God through words, symbols, song, gestures and silence.
- Experience a sense of belonging.
- Learn how the liturgy of the church is structured and the meaning of the different parts of the liturgical rites.
- Develop the school community of faith.
- Bear witness to the community and wider world.
- Reflect on spiritual and moral issues.
- Develop shared values and a common ethos.
- Understand the four part structure of a liturgy so that children can plan and deliver their own.
- Engage in spontaneous prayer.

## Mission

The Catholic Life of the school is given the highest priority where the development of an authentic Catholic ethos is actively sought by all. Children are empowered to have a thorough understanding of the Church's liturgical year, its seasons, rites and symbols. Within the school community, prayer has a profound and visible effect on the development of all pupils and staff irrespective of ability or faith background. As a school, we promote a love of faith; engaging and inspiring our children to take responsibility for promoting the Catholic ethos of our community whilst seeking to lead and develop this further. Developing a greater understanding of vocation is fundamental in giving our children a meaningful reason to live out their faith. Teachers ensure that children are provided with opportunities to develop their spirituality and respond to questions of faith. Our school celebrates, develops and enhances the Catholic Life of our children and ensures our Catholic ethos underpins all that we do and strive to achieve.

# Opportunities for Acts of Prayer and Liturgy

## Class time

- Prayers will be said in class at least four times a day (morning, before lunch, after lunch and at the end of the day). This follows the pattern of prayer within the church. Children may be selected to lead prayers during this time.
- Praying for Parish Prayer Partners. Each class has a prayer partner from within the parish. Each day, the children will pray for their intention following the morning or end of day prayer.
- Special intention prayer times will be delivered by class teachers, when appropriate, in response to the needs of the community or to a key event.
- Sessions take place throughout the year in order for children to learn the traditional prayers allocated to their year group (see appendix 12 for progression overview).
- Child led (and teacher led) prayer takes place weekly. These liturgies have specific themes, which align with the liturgical year e.g. reconciliation and forgiveness during Lent. Expectations for participation in the planning and delivery of prayer can be found in appendix 5, in line with children's growth in age and confidence.
- Children have the opportunity to set up prayer spaces in their classrooms in line with the Liturgical calendar.

## Assemblies

- Each Monday, the Head teacher will lead a whole school Gospel (mission) assembly. These assemblies provide the children with an opportunity to reflect on the meaning of the Gospel from the previous Sunday and is also used to introduce pairs of virtues at the start of a half term. At the end of each gospel assembly, the children are given a mission task to complete over the course of the week. Responses to these mission tasks are collated in a class mission book and shared in the following assembly. These assemblies are regularly evaluated by the children, whose feedback is considered for future assemblies (see appendix 9).
- Occasionally, guest speakers will be invited to lead assemblies e.g. representatives from CAFOD/ Father Hudson.
- Each week, a celebration assembly takes place on Friday morning for the whole school. This assembly focuses on celebrating the God-given gifts and talents of children and how we can use these for the good of others. This assembly centres on application of the virtues and Catholic Social Teaching principles so that the children can link these to their everyday lives.
- Hymn practice takes place once a week to enrich prayer and liturgy.
- Over the course of an academic year, each class will lead at least one class assembly to deliver to the school community. The assembly will be based on sharing their chosen Catholic Life Pledge. Other assemblies will be based on specific themes, such as those relating to Holy Week, Anti-bullying week, Black History Month, etc.

## School Liturgy and Mass

- Throughout the year, there will be opportunities for the School and Parish community to come together in worship and participate in the Mass. Each mass focuses on a particular theme/celebration in the Church's calendar/Saint's Feast Day.
- Every class prepares and leads a Mass throughout the year, with parents, families and parishioners warmly welcomed (see appendix 3 for mass planner).
- Penitential services are carried out during Lent for whole school. Children receive ashes on Ash Wednesday as a Mass/Service.

### Staff Prayer/Spirituality

- The weekly staff briefing always begins with the Staff Mission Prayer, which has been created collectively by staff.
- Staff are encouraged to lead prayer during staff meeting on a rota basis each week.
- During the Liturgical seasons of Advent, Lent and the month of May, staff are given opportunities to participate in prayer through Stay and Pray sessions, which are pupil led.
- Governors pray together before their meetings.
- All staff receive a full induction and ongoing training to support Prayer and Liturgy and this is monitored and evaluated by the lead. This policy is designed to further support staff who are new or not yet confident in delivering Prayer and Liturgy sessions.

### Other Experiences

- During the months of May and October, the school hold a lunchtime Rosary Club for pupils and staff.
- Retreats such as the Lenten retreat by One Life Music take place within school.
- A Rosary club and Bible club run throughout the year and is open for all children to join.
- Pop-up prayer stations and a prayer ribbon area are displayed to encourage the children to participate in spontaneous prayer and also to encourage the children to use a variety of forms of prayer.
- Liturgical experiences such as the May Crowning and Stations of the Cross take place within school to which families and parishioners are invited.

### Links with the Parish, Community and Families

- Stay and pray sessions, which pupils, parents and parishioners take part in, take place during Advent, Lent and the month of May.
- Every child has the opportunity throughout the year to take a prayer bag home. This bag contains a prayer journal and items to support the planning and delivery of a four-part liturgy. Children are encouraged to share in prayer time with their family, record the liturgy in the journal and even share a photo with their class teacher via Class Dojo.
- Families and Parishioners are invited to attend Masses and assemblies throughout the school year.
- Families are invited into school to participate in Sacramental retreats in Years 3 (Reconciliation and First Holy Communion) and Year 6 (Confirmation).
- The children in Year 3 receive Sacramental support from the Parish Catechist in preparation for receiving the Sacrament of Reconciliation and First Holy Communion.
- Prayer Partners are established. Each class has a Parish Prayer Partner who they pray for daily in accordance with their personal prayer intentions.
- Families are invited to participate in classroom liturgies at least once a year.

### Raising Awareness of Prayer and Liturgy

- Staff use social media to celebrate the opportunities for Prayer and Liturgy presented to the children.
- The half termly newsletter highlights the importance of Prayer and Liturgy in our school and examples are celebrated.
- The Headteacher report to Governors includes an overview of Prayer and Liturgy. This is reported termly.

# Planning Prayer and Liturgy – The Four Part Model

In every act of communal Prayer and Liturgy, a four-fold model is to be observed. The model is based upon the principles of: Gather, Listen, Respond and Go Forth. This structure reflects the four parts of the Mass.

**Gather** – In our coming together for Prayer and Liturgy, we acknowledge the presence of Christ with us. Reflective music, lighting of candles and/or a procession can all contribute towards helping the community to enter into a time of prayer together. Making the sign of the cross will also signify entrance into a time of prayer. Consideration will be given to seating and posture for Prayer and Liturgy so that the community has an awareness that it has gathered together to pray. The use of a focal point connected to the Liturgical season/appropriate feast day will support the gathering to pray.

**Listen** – God's word is proclaimed from the Scriptures. The chosen readings are closely associated with the current liturgical season, feast day or memorial. The Word of God is proclaimed from the Bible or the Lectionary, highlighting the reverence we give to the Word of God. The reader will always clearly announce where the reading comes from and will use the appropriate reading conclusion to which the community members makes the appropriate response. If the Gospel is proclaimed, it is accompanied by the action of making the sign of the cross on the forehead, lips and heart. A few moments of silence will be given following the reading to allow everybody to reflect on what they have heard.

**Respond** – This is a ritual movement that everyone can join in with, which fits in with the theme. This may include, but is not limited to, singing a hymn, silent personal reflection, prayers of intercession, guided meditation or a written response.

**Go Forth** (mission) – In concluding a Prayer and Liturgy session, children are given something to hold onto from their prayerful experience so that they can take the message and apply it in their lives. Examples may include a final prayer, a physical prompt to share at home with families or a mission task to complete.

In appendices 6, 7 and 8 within this document, there is a guide and planning templates to assist teachers and pupils in the planning of their liturgies.

## Planning a Mass

The celebration of the Eucharist is given a place of great importance in the life of St Mary's Catholic Primary School. It is an essential ingredient to the life of our Catholic community. The Religious Education/Prayer and Liturgy leader, alongside the Parish Priest, decide when the celebration of the Eucharist will take place throughout the school year. The following will be considered: the beginning and end of terms/school year as moments of dedication and thanksgiving to God; the major liturgical seasons of the Church year, especially Advent, Lent, Eastertide and Pentecost; and Holy days of obligation and other Feasts.

Whole school masses will take place in the school hall and are planned routinely throughout the year. It is the responsibility of the RE/Prayer and Liturgy leader, with support from the Catholic Life Leaders, to set up for Mass. It is the responsibility of the Parish Priest to give guidance to the theme for the Mass and readings are chosen accordingly. Families are routinely invited to share in this celebration of the Eucharist.

Class Masses will take place in the school chapel. These masses are planned on a rota basis throughout the school year by the RE/Prayer and Liturgy leader and Parish Priest. It is the responsibility of the class teacher, with support from pupils, to plan and set up for the mass. In appendix 3 in this document, there is a guide and planning templates to assist teachers and pupils in the planning of the Mass.

So that pupils are given the opportunity to experience the celebration of the Eucharist in the church building and to participate in a ferial (weekday) celebration of Mass, each year group from years 2-6 participate in the Friday 10am Mass at Holy Trinity, on a rota basis.

## Prayer Areas

Each classroom has a prominent prayer area which is in keeping with the liturgical colours of the Church (see appendix 1 for guidance on Liturgical colours). The Liturgical year cycle is displayed at all times along with the relevant poster highlighting the key dates and themes for the specific part in the Church's year, along with appropriate prayer and hymn ideas. Each prayer area will contain a range of relevant religious artefacts and reflect the Catholic Schools Pupil Profile virtues of the half term. The Holy Bible is displayed in each prayer area and is opened at a relevant page, namely the Sunday Gospel reading. Prayer areas are regularly monitored by the RE/Prayer and Liturgy lead and pupil Catholic Life Leaders and feedback is routinely given to staff.

Around the school, there are prayer stations where children are invited to spend time in prayer and reflection.

Our school prayer garden is a welcoming, tranquil space where children are invited to pray and reflect.

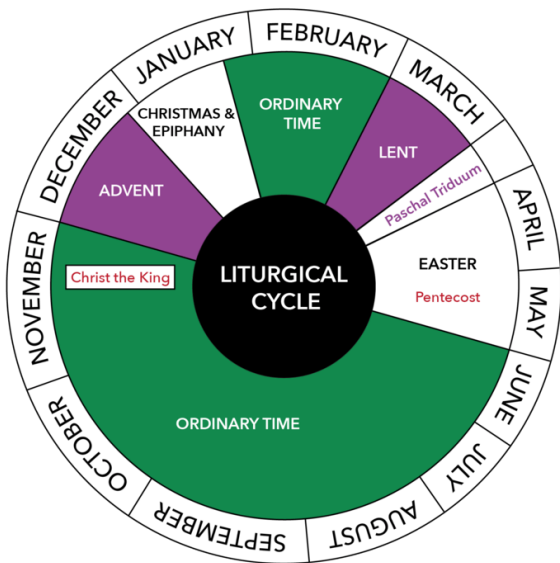
All pupils, and staff alike, have access to the school chapel, which may be used for moments of personal prayer and reflection.

## Monitoring

The school's provision of Prayer and Liturgy is evaluated termly, in accordance with the school's monitoring timetable. At the beginning of each academic year, the RE/Prayer and Liturgy lead will submit their monitoring timetable to the Head teacher. Monitoring considers how our provision meets the needs of pupils and whether it truly reflects the aims and mission of the school. This may be in the form of observations of child/teacher led liturgy, prayer bag monitoring, liturgy folder monitoring or pupil voice. Monitoring of prayer areas and the school environment are also carried out by the pupil Catholic Life Leaders. Outcomes of all monitoring are shared with the School Leadership Team, school teaching staff and Governors. The link governor for RE, Catholic Life and Prayer and Liturgy is Jen Rogers.



# Appendix 1 – Liturgical Colours



## What is a Liturgical Calendar?

The Liturgical Calendar begins every year during the month of November on the First Sunday of Advent and runs through to the Solemnity of Christ the King.

The "Lectionary," the Mass readings from the Holy Bible, follows a Sunday cycle and a weekday cycle. The Liturgical Calendar follows a three-year cycle, each year being represented by the letters, A, B, and C. During the year A cycle, the Gospel of Matthew is the primary Gospel that is used for the readings. In year B, Mark is the primary Gospel. In year C, Luke is the primary Gospel. The Gospel of John is proclaimed on particular Sundays in each of the years.

## Seasons of the Liturgical Calendar

In each cycle of the Liturgical Calendar, there are six Seasons:

- Advent
- Christmas
- Lent
- Triduum
- Easter
- Ordinary Time
- 

During the year, in addition to the Sunday worship, the Church also celebrates Solemnities, Feasts, and Memorials, which may be on any day of the week. These occur during the year to commemorate special events or persons that are highly revered by the Catholic Church.

The colour of the priest's vestments and other garments around the Church change at different times in the Church's liturgical calendar. The prayer areas and religious displays around the school should also change, in line with the liturgical colours of the Church. The liturgical year cycle is displayed at all times, in every classroom, along with a relevant poster to highlight key dates and themes within a particular season.

## Liturgical Displays/Prayer Areas

**Green** – symbolising life, hope and growth. This is to be used during Ordinary Time.

**Purple** – symbolising penance and preparation. This is to be used during Advent and Lent.

**White** – symbolising purity, holiness, joy, innocence and triumph. This is to be used during Christmas and Easter.

**Red** – symbolising fire and blood. This is to be used during Pentecost, Palm Sunday and Good Friday (or liturgies relating to these events). Additionally, it is appropriate to use red for liturgies relating to feast days of Saints who are martyrs.

**Blue** – symbolising Marian Feasts. This is to be used for liturgies relating to Mary and in the months of October and May. Blue will be used to celebrate The Feast of the Annunciation and The Feast of our Lady of Lourdes.

## Appendix 2 – Planning a Mass Guide

### Which Mass should be celebrated?

In making preparations for the celebration of the Eucharist in school, consideration should always be given to when the celebration is actually taking place within the liturgical year. The choice of readings and the prayers used for the Mass should take into consideration the season of the year, whether the day for the celebration is a solemnity, a feast day, a memorial of a saint or an ordinary weekday.

### What readings and prayers should be used?

On a day designated as a solemnity or feast, the readings and prayers should always be for that day. Memorial days provide an opportunity to honour the lives of the saints and seek their intercession. The use of liturgical prayers associated with these saints is encouraged. On ferial days (weekdays), there is an opportunity to consider other prayers and readings.

The intercessions (bidding prayers) that accompany the Liturgy of the Word at Mass should follow the formulae outlined in the General Instruction of the Roman Missal: The Church, the world, local community, any other needs and Mary. The intention to pray should be announced followed by a short period of silence and the response then made.

### What music should be used?

Planning music for mass should be given careful consideration. It is not just choosing pupils' favourite hymns. Hymns should be appropriate to the season and reflect what is being celebrated at mass. The following hymns should be chosen: processional hymn, offertory hymn, communion hymn and recessional hymn.

### What Ministries should be used in School Masses?

The Eucharistic liturgy demands the full, conscious and active participation of everybody gathered for the celebration.

Priest – Presides over the celebration of the Eucharist, teaches through the homily, reads the Gospel and distributes Holy Communion.

Ministers of the Word – All readers should be adequately prepared and should understand the Word that is being proclaimed.

Eucharistic Minister – Appropriately trained and commissioned ministers of the Eucharist may assist the priest in distributing Holy Communion.

Altar Servers – Assistants to the priest.

Congregation – Singing hymns and joining in with responses throughout the Mass.

# Appendix 3 – Mass Planning Proforma



## Mass Planning Sheet

<b>Date:</b>	<b>Mass Theme/Season:</b>		<b>Class(es):</b>
<b>Servers:</b>			
<b>Processional Hymn</b>			
<b>Reading</b>	Scripture Reference: Read by:		
<b>Psalm</b>	Scripture Reference: Read by:		
<b>Gospel</b>	Scripture Reference:		
<b>Bidding Prayers</b> (The Church, the world, those in need, local community).	Written By:	Read by:	
<b>Offertory procession</b>	Hymn: Who:		
<b>Communion Hymn</b>			
<b>Recessional Hymn</b>			
<b>Additional: (Parent/parishioner invites, Liturgical colours, etc.)</b>			

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## Appendix 4 – Items used at Mass

### Books



#### Missal

Contains the opening prayer, prayer over the gifts, prayer after communion, and solemn blessings. Eucharistic prayers and prefaces for all of the masses including most special occasions.



#### Lectionary

Contains the scripture readings for Mass. It is placed on the lectern.



#### Book of the Gospels

Contains only the Gospel readings. It is used on more solemn occasions and is carried by the Deacon if it is used.



#### Hymn Book

Contains hymns to be used during the Mass.

### Objects



#### Chalice

The large cup used at Mass to hold the wine, which becomes the Blood of Christ.



#### Paten

A saucer-like dish which holds the bread, which becomes the Body of Christ.



#### Ciborium

A vessel used to hold the Hosts, which will be used for communion. They are also used to reserve the Blessed Sacrament in the tabernacle.



#### Decanter or Flagon

The bottle like vessel used to hold the wine, which will be consecrated at Mass for the communion of the people. It is brought forth with the gifts.



#### Corporal

A white linen cloth on which are placed the vessels containing the bread and wine during Mass, which will become the Body and Blood of Christ.



#### Purificator

A white cloth used to cleanse the chalice. It resembles a napkin.





#### Pall

The stiff, square, white cover that is placed over the paten when it is on the chalice.



#### Monstrance

A sacred vessel designed to expose the consecrated Host to the congregation either for adoration or carrying in procession, particularly on the Solemnity of the Body and Blood of Christ.



#### Tabernacle

The shrine or receptacle either round or rectangular that serves as a place for the exclusive reservation of the Blessed Sacrament. It should be a solid material, opaque, secure and inviolable, fitting the architecture of the church in a prominent place.

## Vestments



#### Alb

A long white garment which can be used by all liturgical ministers. It is a reminder of the baptismal garment worn when the new Christian "Put on Christ."



#### Cincture

A long cord used for fastening Albs at the waist. It holds the loose-fitting type of alb in place and is used to adjust it to proper length. It is usually white, although the liturgical colour of the day may be used.



#### Chasuble

The sleeveless outer garment, slipped over the head, hanging down from the shoulders covering the alb and stole of the priest. It is the proper Mass Vestment for the main celebrant and its colour varies according to the feast.



#### Priest Stole

A white linen cloth on which are placed the vessels containing the bread and wine during Mass, which will become the Body and Blood of Christ.

## Liturgical Colours for Chasubles and Stoles



Green - Worn during 'Ordinary Time.' Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time.



Red - Worn on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, and on the Feast Days of Martyrs including the Apostles and Evangelists.



Violet - Worn during Advent and Lent or at Masses for the dead.



White - Worn during the Christmas, Easter seasons and celebrations of Mary, the Angels, Saints who were not martyrs, All Saints, Birth of John the Baptist, Chair of Peter, Conversion of St Paul and St John the Evangelist. White is the preferred colour for Masses for the dead.



Pink - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday/Mothering Sunday).

## Appendix 5 – Prayer and Liturgy Expectations

Nursery	<p>Children take part in liturgy each day, in small groups, led by their teacher or key worker. Children will begin to learn about the expectations of how we sit reverently and respectfully in a circle during liturgies.</p> <p>Children will begin to have an understanding of the liturgical colours and what they represent. Children will actively take part in liturgies by helping to prepare the focus by selecting the correct liturgical colour of cloth, placing a candle and Bible at the focus and making the sign of the cross. Children will take it in turns to take their prayer bag home weekly and conduct a liturgy at home with their families, providing evidence in their prayer bag journal.</p>
Reception	<p>Class liturgy is timetabled weekly. At the start of Reception, the teacher will use the teacher planning proforma to plan and deliver appropriate liturgies.</p> <p>Children will begin to take ownership of setting up the prayer area at the beginning of liturgy and packing it away respectfully at the end. Children will begin to take ownership over what is placed on the prayer area and begin to explain why they have chosen certain items/religious symbols. Children will take it in turns to take their prayer bag home weekly and conduct a liturgy at home with their families, providing evidence in their prayer bag journal.</p>
Year 1	<p>Class liturgy is timetabled weekly.</p> <p>From the beginning of year 1, children will work in small groups using the diocesan A3 liturgy planner, facilitated by an adult. An adult will scribe the plan for them on the A3 planner. Children will lead different parts of the liturgy with help from their teacher. The teacher will model a liturgy at least once per half term, including whole school liturgies sent by the Prayer and Liturgy lead.</p> <p>The children will set up the prayer space, choosing different religious symbols to signify the theme of their liturgy and will begin to explain the significance of what they have chosen.</p> <p>The children will have a good understanding of the liturgical year and the colours used in each season. With assistance from an adult, each half term at least one peer, self and teacher evaluation will be completed.</p> <p>Children will take it in turns to take their prayer bag home weekly and conduct a liturgy at home with their families, providing evidence in their prayer bag journal.</p>
Year 2	<p>Class liturgy is timetabled weekly.</p> <p>Children will work in small groups using the diocesan A3 liturgy planner, facilitated by an adult, to plan and deliver weekly liturgies. An adult will scribe the plan for them on the A3 planner.</p> <p>Children will begin to independently choose the theme for their liturgy and think about appropriate scripture to link with their theme.</p> <p>The children's knowledge of the liturgical year will be secure by the end of year 2. They will be able to explain the significance of each season and explain the colours that correspond to this.</p> <p>The teacher will model a liturgy at least once per half term, including whole school liturgies sent by the Prayer and Liturgy lead.</p> <p>With assistance from an adult, each half term at least one peer, self and teacher evaluation will be completed.</p> <p>Children will take it in turns to take their prayer bag home weekly and conduct a liturgy at home with their families, providing evidence in their prayer bag journal.</p>
Year 3/4	<p>Class liturgy is timetabled weekly.</p> <p>Children will plan liturgies using the diocesan A3 liturgy planner, facilitated by an adult, to plan and deliver weekly liturgies. They will record their ideas on the children's planning proforma.</p> <p>Children will independently choose their theme and think about appropriate scripture that links to the theme.</p> <p>Children will begin to think of differing ways that they can respond appropriately to prayer.</p>

	<p>Children will be able to plan an appropriate Go Forth mission task linking to their theme.</p> <p>The teacher will model a liturgy at least once per half term, including whole school liturgies sent by the Prayer and Liturgy lead.</p> <p>Children will have a secure knowledge of the liturgical year and will be able to begin to plan liturgies around the liturgical year.</p> <p>Each half term, at least one of each evaluation will be completed independently by the children (self, peer and teacher).</p> <p>Children should be given the opportunity to plan and deliver liturgies based around their sacramental preparation of the Eucharist.</p> <p>Children will take it in turns to take their prayer bag home weekly and conduct a liturgy at home with their families, providing evidence in their prayer bag journal.</p>
Year 5/6	<p>Class liturgy is timetabled weekly.</p> <p>Children will independently plan and deliver liturgies using the A3 diocesan proforma and record their ideas coherently on the children's planning proforma.</p> <p>Children will independently choose a theme and appropriate scripture to correspond to and link with their theme.</p> <p>Children will be able to think of appropriate and prayerful ways of responding to the Word of God, including opportunities for spontaneous prayer.</p> <p>Children will be able to independently choose appropriate music and hymns to link in with their liturgy theme.</p> <p>Children will be able to plan an appropriate Go Forth mission task linking to their theme.</p> <p>The teacher will model a liturgy at least once per half term, including whole school liturgies sent by the Prayer and Liturgy lead.</p> <p>Each half term, at least one of each evaluation will be completed independently by the children (self, peer and teacher). The children will use these evaluations to plan subsequent liturgies.</p> <p>Children will take it in turns to take their prayer bag home weekly and conduct a liturgy at home with their families, providing evidence in their prayer bag journal.</p>



# Appendix 6 – Prayer and Liturgy Planning Proforma - Pupil






## St Mary's Children's Prayer and Liturgy Planner

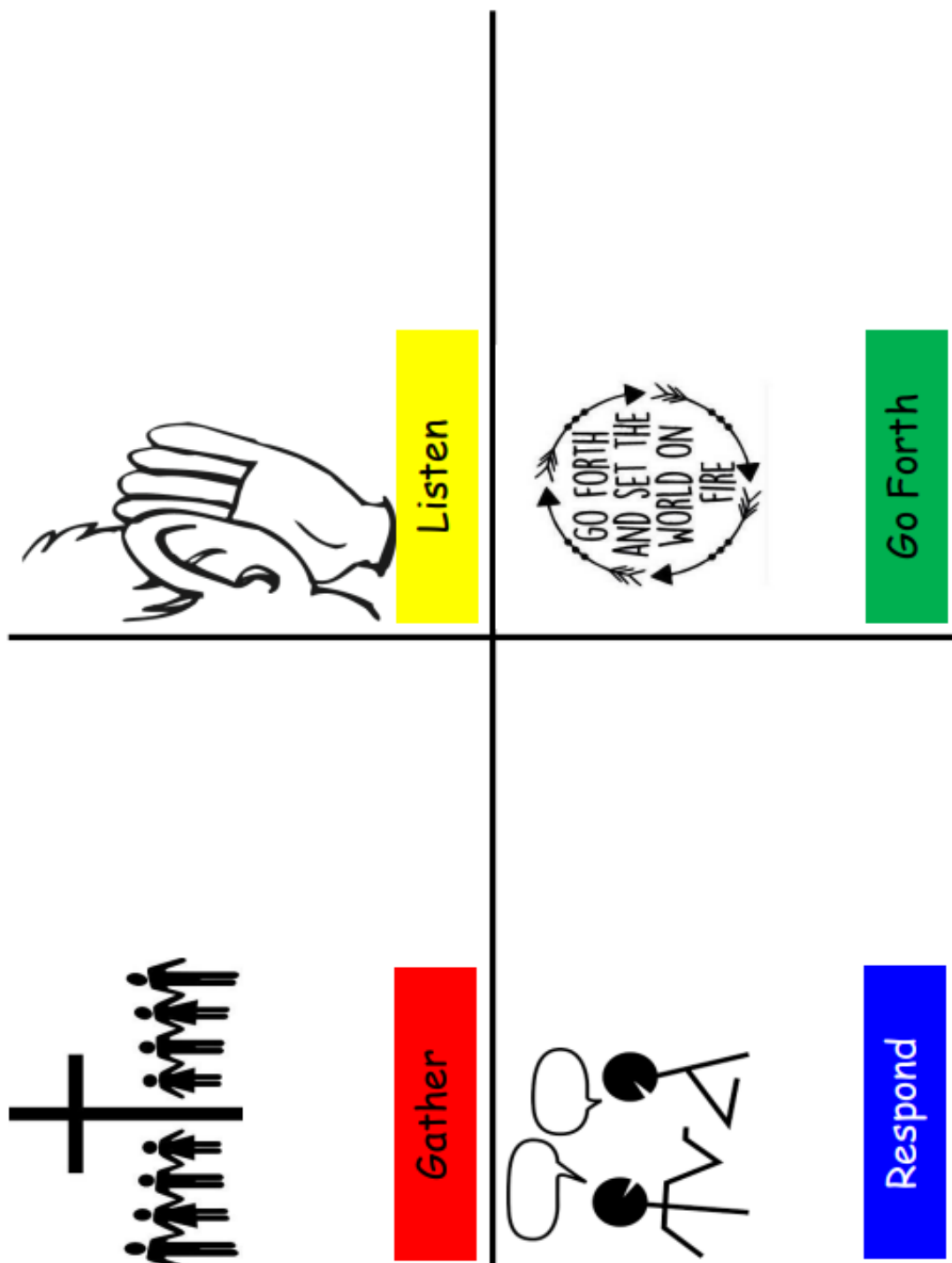


Date:

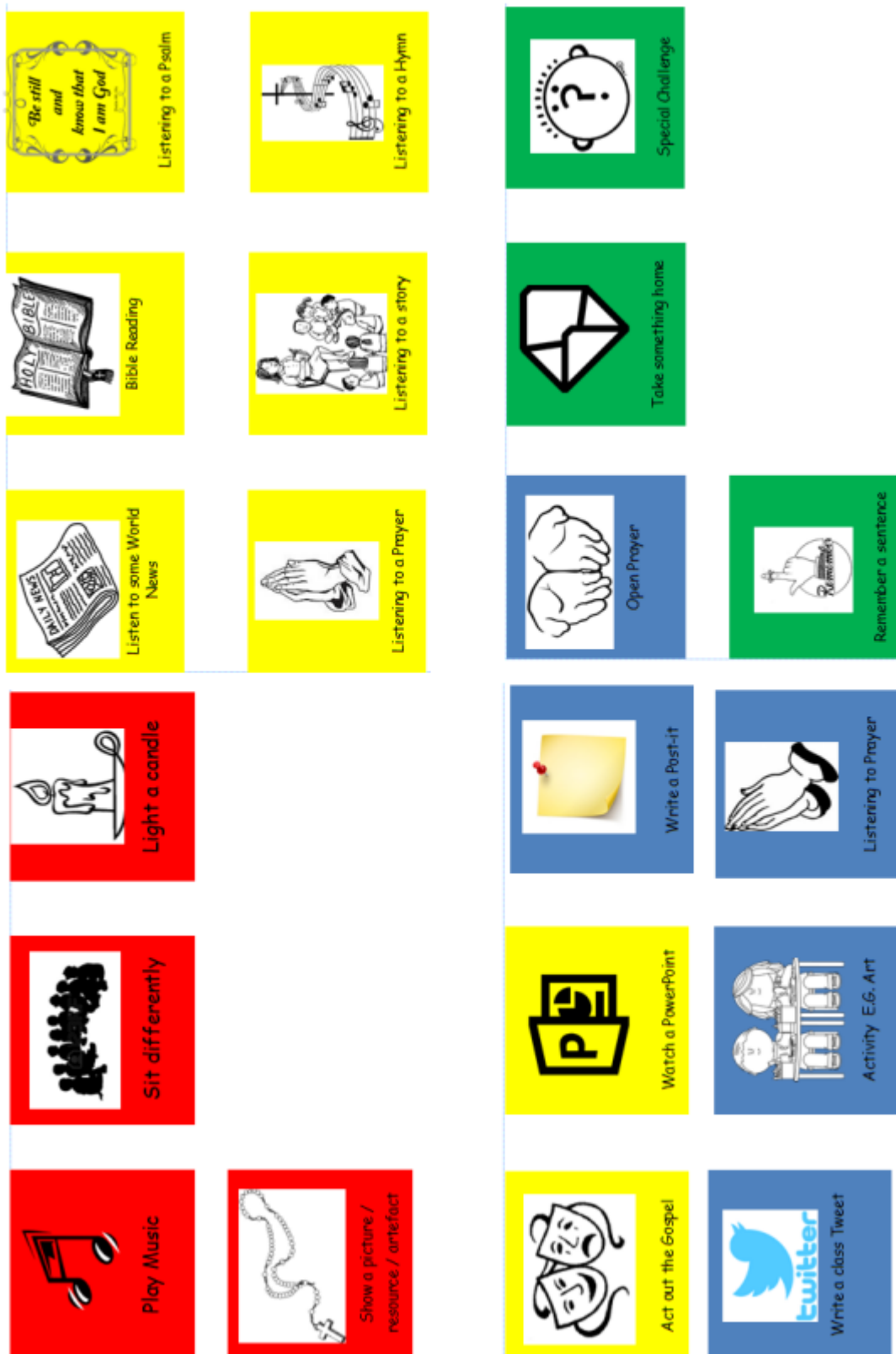
Names:

Theme/focus:

		Think about...
 <b>Gather</b>	<p>We come together as part of God's family. Make everyone welcome!</p>	<ul style="list-style-type: none"> <li>• Liturgical colours (Green, purple, white/gold, red)</li> <li>• Prayer focus table</li> <li>• Bible</li> <li>• Cross</li> <li>• Symbols/ objects/ pictures/ photos</li> <li>• Candle</li> <li>• Music</li> <li>• Sign of the cross</li> </ul>
 <b>Listen</b>	<p>God speaks to us and we listen</p>	<ul style="list-style-type: none"> <li>• Bible Reading</li> <li>• Psalm</li> </ul>
 <b>Respond</b>	<p>We respond to the Word of God</p>	<ul style="list-style-type: none"> <li>• Prayer</li> <li>• Singing</li> <li>• Reflection</li> <li>• Sacred Silence</li> <li>• Dance</li> <li>• Gesture/ action</li> <li>• CAFOD story</li> <li>• Drama</li> <li>• Picture / photo</li> <li>• Create</li> </ul>
 <b>Go Forth</b>	<p>We want to share the Good News!</p>	<ul style="list-style-type: none"> <li>• Gospel phrase</li> <li>• Song</li> <li>• Learn about CAFOD</li> <li>• Tell others about CAFOD</li> <li>• Action</li> <li>• Campaign</li> <li>• Prayer card</li> <li>• Artefact</li> <li>• Picture</li> <li>• Big question</li> </ul>



## Example Liturgy Planning Cards



# Appendix 8 – Prayer and Liturgy Planning Proforma - Teacher



## St. Mary's Catholic Primary School Teacher Prayer & Liturgy Planner






ST MARY'S JOURNEY TO HOLINESS 2023 TO 2024



<b>Date:</b> <i>When and at what time is the prayer service?</i>	
<b>Liturgical Season/Feast</b> <i>Which Season of the Church's year is it taking place in? Is there a special feast or memorial? Is there a particular theme?</i>	
<b>Key Stage/Year Groups</b> <i>Who will be present? Which children and which adults?</i>	
<b>Place</b> <i>Where is the Prayer Service taking place?</i>	



<b>Preparation &amp; Organisation</b> <i>Planning in advance and getting the Holy space ready for prayer</i>		<b>Resources</b> <i>What needs to be prepared? Which ministries are needed? Who will be doing what?</i>
<b>Gather</b> <i>Bringing everyone into the Holy space</i>		
<b>Listen</b> <i>to the Word of God How will God's Word be proclaimed?</i>		
<b>Respond</b> <i>How will we respond? What sort of prayer, action or song will we use?</i>		
<b>Go Forth</b> <i>What message can we give to people to think about and to act upon for the rest of the day?</i>		

## Appendix 9 – Evaluation Proformas (Assembly, Peer, Teacher, Self)

	<b>Evaluation of Headteacher Assemblies (KS1)</b>	
	Name: _____	Date: _____
		
<i>The lesson I learned from today's story was...</i>		
<i>I liked it when...</i>		
<i>I joined in by...</i>		
<i>It would be even better if...</i>		
<i>This week, I will...</i>		
		

	<b>Evaluation of Headteacher Assemblies (KS2)</b>						
	Name: _____	Date: _____					
	<i>I would rate today's assembly</i>	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	1	2	3	4	5
1	2	3	4	5			
<i>The theme of today's assembly was...</i>							
<i>The lesson I learned from today's Gospel was...</i>							
<i>I took part in the assembly by...</i>							
<i>The thing I enjoyed most about the assembly was...</i>							
<i>I will act out the message from this assembly by...</i>							
<i>The assembly would be even better if...</i>							
							



### *Peer Reflection on Prayer and Liturgy*

Name:

Date:

Theme:

*How do you feel the delivery of today's child-led liturgy went?*

*How did the tasks/scripture allow you to participate in the liturgy?*

*In what ways did today's liturgy inspire you to take action?*

*How could the liturgy have been made even better?*



### *Teacher Reflection on Prayer and Liturgy*

Name:

Date:

*What was the theme of today's liturgy?*

*How did the chosen tasks/scripture allow you to participate in the liturgy?*

*What did you enjoy about the liturgy and why?*

*In what ways did today's liturgy inspire you to take action?*

*How could the liturgy have been made even better?*



## Appendix 10 – Creating a Prayerful Atmosphere

It is important that a prayerful atmosphere is created and maintained throughout the liturgy. It is important to consider that this is special time set aside for time with God and our own personal reflection.

### Seating

It is important, mainly based on what you are doing in your liturgy/respond task, to consider how the children are sat. If possible, the classroom should be set up differently than it would in lessons. One way of achieving this is by sitting in a circle. If this is not possible, then it may be that if the children need to move for the respond task, that a level of reverence and spirituality is maintained. It may be that the children make their offering a row at a time rather than all together at once. Where possible, the school chapel and prayer garden, can be used as appropriate spaces for liturgy.

### Lighting

The lighting of a room is a perfect way to create a spiritual and prayerful atmosphere. By turning off the lights and lighting candles, the atmosphere immediately becomes more peaceful. Wherever possible, it has more impact if the children enter the room once it has been prepared with the low level lighting, candles, music, etc.

### Music

In Pope Francis's exhortation to young people, he states: 'Music is particularly important, representing as it does a real environment in which the young are constantly immersed, as well as a culture and a language capable of arousing emotion and shaping identity. The language of music also represents a pastoral resource with a particular bearing on the liturgy and its renewal.'

Soft, instrumental music playing in the background can have a calming influence on young people and can set a prayerful tone and atmosphere. Having this music playing as the children process in signals – without words – that it is time for us to welcome the presence of God into our hearts, silently, respectfully and reverently.

There might also be singing as part of the liturgy and this, in itself, can be a vital part of creating a prayerful experience. As St. Augustine says, 'To sing is to pray twice.' Any hymns/songs selected should be along the same theme that has been chosen for the liturgy so that the meaning and purpose of the liturgy is reinforced.

### Tone of voice

The tone, pitch and volume of your voice when introducing parts of the liturgy are very important. It is still important to speak clearly but slowing down your speech and lowering the volume of your voice signals to the children that this is different to a lesson or assembly and help to create and maintain a spiritual atmosphere.



# Appendix 11 – Practical Ideas for Prayer

## Practical Prayer Guide:

[https://primarysite-prod-sorted.s3.amazonaws.com/st-mary-cp-school/UploadedDocument/a41adbf9-83de-44de-8639-46cbb74181cb/practical\\_prayer\\_ideas.pdf](https://primarysite-prod-sorted.s3.amazonaws.com/st-mary-cp-school/UploadedDocument/a41adbf9-83de-44de-8639-46cbb74181cb/practical_prayer_ideas.pdf)

## Prayer Stations



## Rainbow Prayers



## Prayer Stones



## Liturgical Practical Prayer Examples:

### May Crowning



### Nativity (The Crib)



### Lenten Prayer Chain





# Appendix 12 – Whole School Prayer Overview including Known Prayers

	September	October	November	December	January	February	March	April	May	June	July
Cycle of Prayer	Parish & School Intentions to be used in Mass and Community Prayer										
	The Deanery Vocations month is:										
	<b>Ordinary Time: Autumn</b> The Harvest, the Fruits of Human Work, and the Reverent Use of Creation The Season of Creation (1 September-4 October) (esp. World Day of Prayer for the Care of Creation 1 September) Students and Teachers (2 <sup>nd</sup> Sun Sept) The Spread of the Gospel (penultimate Sun Oct) Justice and Peace in the World (esp. Harvest Fast Day 1 <sup>st</sup> Fri Oct) All Victims of War (esp. Remembrance Sunday 2 <sup>nd</sup> in Nov) Prisoners and their Families (esp. Prisons Week: 2 <sup>nd</sup> week in Oct) Young People (esp. Youth Day on Christ the King)	<b>Advent/Christmas</b> Openness to the Word of God (esp. on Bible Sunday 2 <sup>nd</sup> Sun in Advent) Migrants and Refugees (3 Dec) Expectant Mothers (4 <sup>th</sup> Sun in Advent)	<b>Ordinary Time: Winter</b> Peace on Earth (Day of Prayer for Peace 2 <sup>nd</sup> Sun Ordinary Time) Sunday of the Word of God (3 <sup>rd</sup> Sunday in Ordinary Time) Christian Unity (esp. Octave of Prayer to 25 Jan) Victims of Human Trafficking (esp. St. Josephine Bakhita 8 Feb) The Sick and Those Who Care for Them (World Day of Prayer for the Sick 11 Feb) The Unemployed (esp. Sunday before 1 <sup>st</sup> Sun of Lent)	<b>Lent</b> Candidates for the Sacraments (esp. during Lent) The Needy and Hungry of the World (esp. Lent Fast Day 1 <sup>st</sup> Fri in Lent) Women's' World Day of Prayer (1 <sup>st</sup> Fri Mar) Penitents and Wanderers	<b>Easter</b> New Members of the Church Vocations (esp. World Day of Prayer for Vocations 4 <sup>th</sup> Sun of Easter) Human Work (esp. on St. Joseph the Worker 1 May) The Right Use of the Media (esp. World Communications Day 7 <sup>th</sup> Sun of Easter) The Church (esp. Pentecost)	<b>Ordinary Time: Summer</b> A Deeper Understanding between Christian and Jews Those who Suffer Persecution, Oppression and Denial of Human Rights (esp. on St. John Fisher & St. Thomas More 22 June) Europe (esp. on Patrons of Europe: St. Benedict 11 July, St. Bridget of Sweden 23 July, St. Cyril & St. Methodius 14 Feb, St. Catherine of Siena 29 April) Seafarers (esp. Sea Sunday 2 <sup>nd</sup> Sun in July) Human Life (esp. on day for Life last Sun in July)					
Whole school	Whole School and Year Group Experiences and Opportunities for Prayer										
	Prayers to be known by heart										
	Exposure to prayer										
	<b>New beginnings:</b> - Giving thanks for the Harvest - CAFOD Fast Day - The Birthday of Our Lady (8 <sup>th</sup> Sept) - Education Sunday (second Sunday of September) -Feast of Our Lady of Walsingham (24 <sup>th</sup> Sept) - St Vincent De Paul feast day (27 <sup>th</sup> Sept)	<b>October:</b> - The month of the Holy Rosary - Harvest	<b>November:</b> - The Feast of All Saints - The month of the Holy Souls - Remembrance Sunday - Red Wednesday (martyrdom) - Christ the King feast day	<b>Advent:</b> a time of preparation: - Reconciliation Services - Diocesan Feast: The Immaculate Conception - Journey of the Magi round school	<b>Christmas:</b> a time of praise and thanksgiving: - Placing of Jesus in the Crib - Blessing of the cribs - Epiphany – Feast of the Baptism of the Lord - Blessing of the classrooms	<b>New Year</b> - Don Bosco - Candlemas - Prayers for the sick - Our Lady of Lourdes – Mardi Gras - Feast of the conversion of St Paul - Ash Wednesday	<b>Lent:</b> a time of prayer, fasting and almsgiving: - burying the alleluia - CAFOD Fast Day - Stations of the Cross - Reconciliation Services - Diocesan Feast: St Chad Feast of St Joseph - The Annunciation	<b>Easter:</b> a joyful time of praise and for giving thanks: - Raising the Alleluia - Adoration of the Eucharist	<b>May:</b> The month of devotion to Our Lady: - May Crowning - Litany of Our Lady - The Angelus - The Memorare - Hail Holy Queen - The Feast of the Ascension	<b>June:</b> The month of the Sacred Heart: - Litany to the Sacred Heart - Pentecost - Prayer to the Holy Spirit - Corpus Christi - St Peter & St Paul <b>July:</b> The month of the Precious Blood Moving on/travel	

EYF5	<ul style="list-style-type: none"> <li>-The Sign of the Cross</li> <li>- Grace before and after Meals</li> <li>-Prayers at the start and end of the day</li> <li>Our Father</li> <li>- lighting a candle at prayer time</li> <li>- Prayers giving thanks and praise to God for creation and their gifts</li> <li>- Reception class saint – St Gabriel</li> </ul>	<ul style="list-style-type: none"> <li>- Hail Mary</li> <li>- using the Bible in prayer time</li> </ul>	<ul style="list-style-type: none"> <li>- Taking part in prayer liturgy naming those who have died</li> </ul>	<ul style="list-style-type: none"> <li>- Focus on 4 candles on Advent Wreath and lighting the candle(s) at prayer time</li> <li>- using the colour purple</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers around the crib</li> <li>- Prayers to the Holy Family for those who take care of them</li> </ul>	<ul style="list-style-type: none"> <li>- Naming and praying for those people they know who are sick</li> <li>- Reception class saint – St Joseph</li> </ul>	<ul style="list-style-type: none"> <li>- Lord have mercy (said and sung)</li> <li>- using the colour purple</li> </ul>	<ul style="list-style-type: none"> <li>- Alleluia</li> <li>- using the colours white and gold</li> <li>- Easter Garden</li> </ul>	<ul style="list-style-type: none"> <li>May Altar</li> <li>- Nursery class saint – St Mary</li> </ul>	<ul style="list-style-type: none"> <li>- Happy Birthday to the Church</li> <li>- using the colour red</li> </ul>
	<ul style="list-style-type: none"> <li>- Glory Be</li> <li>- simple Psalm responses of praise</li> <li>- Mary's Birthday</li> </ul>	<ul style="list-style-type: none"> <li>- Prayer to the Guardian Angel</li> <li>- prayers for celebrations</li> </ul>	<ul style="list-style-type: none"> <li>- Y1 Class Saint – St Andrew</li> <li>- Litany of the Saints</li> </ul>	<ul style="list-style-type: none"> <li>Hail Mary – 1<sup>st</sup> part for reflection</li> <li>- Focus on Gaudete/ Rejoice Sunday</li> </ul>	<ul style="list-style-type: none"> <li>- Act of faith, hope and love</li> <li>- Hail Mary – 2<sup>nd</sup> part for reflection Holy, Holy</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers for the school community</li> <li>- Prayers for each class</li> </ul>	<ul style="list-style-type: none"> <li>- Lord have mercy (said and sung)</li> <li>Sign of Peace</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers around the Paschal Candle</li> <li>- Hymns using 'Hosanna'</li> <li>- Y1 Class saint – St George</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers for the poor and needy</li> </ul>	<ul style="list-style-type: none"> <li>- Happy Birthday to the Church</li> <li>- prayers for the parish priest</li> </ul>
	<ul style="list-style-type: none"> <li>- Litanies of Praise and Thanksgiving</li> <li>Act of Faith</li> </ul>	<ul style="list-style-type: none"> <li>- Prayer of St. Francis of Assisi</li> <li>-The Joyful Mysteries of the Rosary</li> </ul>	<ul style="list-style-type: none"> <li>- Eternal Rest</li> </ul>	<ul style="list-style-type: none"> <li>- hymns about being ready and preparing e.g. 'Awake, awake'</li> <li>Act of Hope</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers for expectant mothers</li> <li>- Holy, holy</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers for the sick in the parish</li> <li>- Sending prayer cards to the sick</li> <li>- Parables as a focus for prayer</li> <li>Y2 Class Saint – St David, St Patrick.</li> </ul>	<ul style="list-style-type: none"> <li>- Stations of the Cross: - People who met Jesus Mary, Simon, Veronica, Women of Jerusalem (guided meditation)</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers around the Paschal Candle</li> <li>- Hymns about the Resurrection</li> </ul>	<ul style="list-style-type: none"> <li>- Our Lady of Guadalupe</li> </ul>	<ul style="list-style-type: none"> <li>- Happy Birthday to the Church</li> <li>- Prayer for those being Confirmed</li> <li>- Prayer for those who work in the Parish</li> </ul>
	<ul style="list-style-type: none"> <li>- Act of Love</li> <li>- Prayers from the Rite of Baptism</li> <li>- Write prayers for parents and Godparents - Prayers for teachers and children in all Catholic schools</li> </ul>	<ul style="list-style-type: none"> <li>- The Luminous Mysteries of the Rosary particularly Jesus' Baptism and the Last Supper</li> </ul>	<ul style="list-style-type: none"> <li>- Eternal Rest and own prayers for those who have died</li> </ul>	<ul style="list-style-type: none"> <li>- Act of Sorrow</li> <li>- The Confiteor</li> <li>- The Angelus</li> </ul>	<ul style="list-style-type: none"> <li>- Using the Gloria in Imaginative prayer based on the Shepherds</li> </ul>	<ul style="list-style-type: none"> <li>- Imaginative prayer using the Call of Samuel</li> </ul>	<ul style="list-style-type: none"> <li>- The Temptations (guided meditation)</li> <li>- The Confiteor</li> <li>- Stations of the Cross: Jesus' falls</li> <li>- Prayers for those in the Parish being baptised and received in to the Church</li> </ul>	<ul style="list-style-type: none"> <li>- Imaginative prayer using images of Emmaus</li> <li>- using gestures of prayer such as the Sign of Peace, marking the cross on head, lips and heart before a Gospel reading</li> <li>- Y3 Class Saint – St Catherine of Siena</li> </ul>	<ul style="list-style-type: none"> <li>- Invitation to Communion</li> <li>-Prayer before and after Communion</li> <li>- Memorial Acclamations (said or sung)</li> </ul>	<ul style="list-style-type: none"> <li>- Litany to the Holy Spirit</li> <li>- Prayers for travellers</li> <li>- Y3 Class Saint – St Dominic</li> </ul>
	<ul style="list-style-type: none"> <li>- Psalms of Creation</li> <li>- Act of Hope</li> <li>- using OT scripture for prayer</li> </ul>	<ul style="list-style-type: none"> <li>- The Sorrowful Mysteries of the Rosary</li> <li>- Prayer to the Guardian Angel</li> </ul>	<ul style="list-style-type: none"> <li>- Class Saint</li> <li>- Prayers attributed to class saint</li> <li>- Eternal Rest</li> <li>- Prayer of St. Richard of Chichester</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers of expectation and waiting for the coming of Christ</li> <li>- Prayers for those who proclaim the coming of Christ today</li> <li>- Y4 Class Saint – St Stephen</li> </ul>	<ul style="list-style-type: none"> <li>- The Gloria</li> <li>- Prayer to St. Michael Archangel</li> </ul>	<ul style="list-style-type: none"> <li>- Intercessions for the sick</li> <li>- imaginative prayer based on the Transfiguration</li> <li>- Nunc Dimittis</li> </ul>	<ul style="list-style-type: none"> <li>- The Temptations (guided meditation)</li> <li>- Silent Meditation</li> <li>- Prayer based on the Beatitudes</li> </ul>	<ul style="list-style-type: none"> <li>- Imaginative Prayer using images of the Resurrection</li> <li>- prayers focus on Jesus' presence in our lives today</li> </ul>	<ul style="list-style-type: none"> <li>- The Memorare</li> <li>- Our Lady of Fatima</li> </ul>	<ul style="list-style-type: none"> <li>- Litany to the Holy Spirit</li> <li>- prayers for those being Confirmed or Ordained</li> <li>-Y4 Class Saint - St Maria Goretti</li> </ul>

5	<ul style="list-style-type: none"> <li>- The Apostles Creed</li> <li>- Y5 Class Saint – St Teresa of Calcutta</li> </ul>	<ul style="list-style-type: none"> <li>- The Glorious Mysteries of the Rosary</li> <li>- The Examen</li> </ul>	<ul style="list-style-type: none"> <li>- Class Saint</li> <li>- Prayer of St. Francis (Canticle)</li> <li>- Prayers for those who have died in warfare</li> <li>- Eternal Rest</li> </ul>	<ul style="list-style-type: none"> <li>- Benedictus particularly for morning prayer</li> <li>- using the Beatitudes for an examination of conscience</li> </ul>	<ul style="list-style-type: none"> <li>- The Gloria</li> <li>- Prayers for refugees</li> </ul>	<ul style="list-style-type: none"> <li>- Prayer of St. Bernadette</li> <li>- using Baptismal promises at prayer time</li> <li>- The Apostles' Creed</li> </ul>	<ul style="list-style-type: none"> <li>- Stations of the Cross: Simon helping, taken down from the cross, Joseph of Arimathea and the tomb</li> <li>- Psalm 50 (51)</li> <li>- Veneration of the Cross</li> </ul>	<ul style="list-style-type: none"> <li>- Regina Caeli</li> <li>- Using prayers with titles from Scripture about the Risen Lord: Lamb of God, Redeemer</li> </ul>	<ul style="list-style-type: none"> <li>- The Magnificat particularly for evening prayer</li> <li>- The Diocesan Prayer for Vocations</li> </ul>	<ul style="list-style-type: none"> <li>- Novena to the Holy Spirit before Pentecost</li> <li>- Prayers for the Pope and Bishops</li> <li>- Parts of the Creed and Gloria which speak of the Holy Spirit</li> <li>- Y5 Class Saint – St Paul</li> </ul>
6	<ul style="list-style-type: none"> <li>- Different morning and evening offerings</li> <li>- Divine Praises</li> <li>- Prayer to the Holy Spirit</li> </ul>	<ul style="list-style-type: none"> <li>- The Rosary including the Apostles' Creed</li> </ul>	<ul style="list-style-type: none"> <li>- Prayer of Blessed Newman: We are links in a chain</li> <li>- Eternal Rest</li> </ul>	<ul style="list-style-type: none"> <li>- O Antiphons as a base for prayer</li> </ul>	<ul style="list-style-type: none"> <li>- The Gloria</li> <li>- Renewal of Baptismal Promises</li> <li>- Prologue of St. John's Gospel</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers for Peace – 'Peace I leave with you'</li> <li>- Prayers from the Rites of Baptism and Confirmation</li> <li>- Nicene Creed</li> </ul>	<ul style="list-style-type: none"> <li>- Stations of the Cross</li> <li>- Different Acts of Contrition</li> <li>- Examination of Conscience</li> </ul>	<ul style="list-style-type: none"> <li>- Apostles Creed</li> <li>- Prayer for Vocations</li> <li>- Saying of Thomas 'My Lord and my God'</li> <li>- Prayers for those who have died around the Paschal Candle</li> </ul>	<ul style="list-style-type: none"> <li>- Litany of the Blessed Virgin Mary</li> <li>- Hail Holy Queen</li> <li>- Y6 Class Saint – St Rita</li> </ul>	<ul style="list-style-type: none"> <li>- Prayers for their own vocations</li> <li>- Imaginative prayer using the Letters of St. Paul</li> <li>- Litany of the Holy Eucharist</li> <li>- Y6 Class Saint – St Peter</li> </ul>