



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**  
EDUCATION SERVICE

St. Cuthbert's RC School, Englefield Green

**Prayer and Liturgy Policy**



*Living & Learning in Faith*



**Mission Statement**

*We are a Catholic Community, living and learning in faith. Through the Gospel values of faith, hope, trust and love we aim to recognise individuality and enable each other to fulfil their potential.*

Title	Prayer and Liturgy Policy
Approved and adopted by	Teaching staff, Headteacher, LGC
Policy reviewed	July 2025
Committee responsible	RE Leader/P&L Co-od /HT/DHT
New review date	July 2027

## **1. 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.)

## **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)).

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.

## **3. Responsibility**

### **(a) Governance (LGC)**

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.

## **(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/RE Lead**

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 Education Service and others is maintained to ensure they keep updated with best practice.

## **4. Overview of prayer and liturgy provision**

Monday	Staff worship – Ten: Ten staffroom prayers	SLT
	Celebration of the Word – whole school	SLT
Tuesday	In class worship – Ten: Ten/Day by Day focus/buddy worship	Class teacher/child led
Wednesday	Hymn practice	Mr Ellson; SSP
Thursday	In class worship – Ten: Ten/Day by Day	Class teacher
Friday	Celebration Worship Liturgical themes	Headteacher, Head Boy and Head Girl

## Mass and other special worship

Autumn Term	Spring Term	Summer Term
Start of Term Mass Staff Xavier Mass	Epiphany door marking Epiphany Mass (if at school) Deanery Mass	Month of Our Lady Marion Procession
Month of the Rosary	Ash Wednesday Mass KS2 Lent Reconciliation	Ascension Day Mass (if at school)
All Souls reflection All Saints Day Mass (if at school)	St. Cuthbert's Day Mass – 20 <sup>th</sup> March	Y6 and Y1 Buddy Mass Y5 and EYFS Buddy Mass Y2/3/4 Buddy Mass (all at Church)
Remembrance Day St. Cecilia's feast day – 22 <sup>nd</sup> November	St. Bernadette's feast day – 18 <sup>th</sup> April	Parish First Holy Communions
Adoration of the Blessed Sacrament Y4-6 Advent Reconciliation	Y6 and Y1 Buddy Mass Y5 and EYFS Buddy Mass Y2/3/4 Buddy Mass (All in school)	Diocese Good Shepherd Celebrations
St. Francis Xavier feast day – 3 <sup>rd</sup> December	Stations of the Cross	St. Peter and St. Paul (if at school)
EYFS and KS1 Nativities KS2 Advent Service		St. Thomas feast day – July 3 <sup>rd</sup>  St. Benedict's feast day - July 11th
		Leavers and thanksgiving Mass
<p>Class Assemblies throughout the academic year            Class celebration of the word throughout the academic year to mark key liturgical calendar dates.            SSP Choral events throughout the year led by Mr Ellson.</p>		

## **5. Our school context**

Everyone in our school community is invited to participate in every aspect of prayer and liturgy. This participation begins with presence in the celebration and may progress to more active participation through engaging the senses or reflecting on the content in relation to their own experiences.

All baptised Christians are baptised priest, prophet and king; all need to be ministered to at different times and as part of their journey, some may be called to minister to others.

Pupils and staff who respond to the invitation to serve the community in this way will first be formed for their ministry so that they can enable others to meet Jesus from their own starting points.

Our school offers a rich diet of prayer and liturgy experiences for all children, on a continuum from least complex (classroom prayer and individual reflection) to more complex (Celebration of the

Word assemblies) to most complex (liturgies including the Mass, as the source and summit of Christian life).

### Mass

Our whole school community, including parishioners and school families are invited to join with us at Holy Mass in school. Our intention is to include everyone to participate with us in prayerful silence, joyful sung praise and in listening to the Word of God. We seek to make our actions prayerful and deliberate so that they can be recognised by the youngest children in our school community. All members of our community are invited to receive a blessing from the priest.

- During Mass, the scripture will be proclaimed by Lectors who have been formed in the ministry of proclaiming the Word of God, both children and staff. Mass readings will be taken from Universalis where possible and appropriate; otherwise readings for the theme of the Mass will be drawn from the children's RE learning (in accordance with the RE Directory) and appropriate to the liturgical calendar.
- Altar servers will be drawn from those who have been formed for this ministry in their local Parishes.
- Children who regularly attend Mass or show great understanding of the importance of the gifts, are called to offer service in the Mass by presenting the gifts for consecration on behalf of the congregation.
- At Holy Communion, all members of our community are invited to receive a blessing from the priest. Children in YR to Y3 will stand and be invited to have a blessing from the priest, indicated by placing their arms across their chest.
- All children in Y4-6 will come forward to the priest or Extraordinary Minister of Holy Communion. All children are invited to approach the priest either with their arms placed across their chest to receive a blessing or in readiness to receive Holy Communion (if they have completed the First Holy Communion preparation in their Catholic parish). Class teachers will support and remind children of this process before each Mass.
- Prayer Bucket for SEND provision. A prayer bucket with prayerful resources are in place for children who cannot be in Mass for any reason, in particular SEND.

### Celebration of the Word Assemblies

- When proclaiming the Gospel children all stand with respect, and we always acclaim it liturgically – Alleluia / praise to you O Christ, king of eternal glory; Children use the action of tre crucem (three crosses). End with Praise to you Lord Jesus Christ.
- When other Biblical scripture – process in silence; introduce as per first reading / psalm. End with Thanks be to God.

- Scripture in assembly will be proclaimed by Lectors who have been formed in the ministry of proclaiming the Word of God.

### Prayer

- Formal class prayer happens three times daily. Morning, lunch and end of day. This is led by class prayer leaders who have been formed in how to say prayers. During morning prayer, the classes also say the school mission statement together.
- On Tuesday and Thursday, class teachers lead prayers using the Ten:Ten subscription for 'Classroom Prayer.' An alternative it to use is the 'Celebrate' lens of the Day by Day. This is tailored to each year group.
- On a termly cycle, Buddy Classes come together to worship. This is Pupil Led prayer in which the children are supported by the Prayer and Liturgy Lead following the Prayer and Liturgy skills progression. Children who are ready to participate in a leadership role are selected to plan, lead and celebrate prayers together with their classes.
- A range of prayer is taught throughout the year through Pupil Led prayer. This includes Lectio Divina, Visio Divina, drama, nature and dance.

### Other sacraments and liturgies

#### Reconciliation

- Advent Reconciliation – Year 4,5 and 6 are invited to come for Reconciliation. This is in a quiet space in the school where children have time to examine their conscience beforehand. A school member of staff is on hand to support whilst the priest focuses on the sacrament. All children are invited to spend some time with the priest and those who are not Catholic are welcome for a blessing.
- Lent Reconciliation – Years 3, 4, 5, and 6 are invited as the children have now made their First Reconciliation in the Parish at this point of the year.

#### Other liturgies

- Ash Wednesday – baptised practising Catholics are selected to distribute the ashes with the support of the priest and a Catholic member of the staff.
- Stations of the Cross – all KS2 children are invited to participate in the Stations of the Cross reflection. EYFS and KS1 participate in an age appropriate pilgrimage around the school to learn about this special story.
- Marion Procession – a child who has shown great faith and dedication to praying the Rosary throughout May is chosen to crown Mary.

## Music

“Music is integral to liturgy and celebrations of the word...Music highlights or gives prominence to the part of the liturgy where it is used. Therefore, the use of music matches the high points of the liturgy”. (PLD 6.2)

- All children are invited to participate fully in music during Mass, and where appropriate through playing instruments, leading actions or singing.
- Music is chosen to ensure that the text and the music fit the context of the liturgy and offer variety to develop a rich musical repertoire.
- Priority is given to singing the liturgical texts at Mass which include the Gospel Acclamation and the Mass setting.
- All music and hymns should reflect Catholic teaching and understanding of faith.
- Secular music where the text is consistent with Catholic teaching may be used in some forms of prayer assemblies.

## **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.

## **9. Review**

The policy will be reviewed as part of the regular cycle of policy review conducted by SLT.