



Prayer and liturgy policy

This Policy has been approved and adopted by the teaching staff, Head of School and Governors of St. Alban's Catholic Primary School in June 2025

To be reviewed in June 2026

Mission Statement

A graphic containing four circles in a row, each with a different message. The circles alternate in color: dark blue, yellow, dark blue, and yellow. The text inside each circle is white.

- We will grow in faith together as a school family
- We will follow the examples of Jesus
- We will work hard to be the best that we can be
- We will lead the way for others both near and far

Contents

- 1. The context of this prayer and liturgy policy**
2. Statement of requirement
3. Responsibility
 - a) Governance
 - b) Headteacher/Head of School
 - c) Prayer & Liturgy Coordinator
4. Overview of prayer and liturgy provision
5. Collective Worship
 - a) Timetable of Collective Worship
 - b) Structure of Assembly
 - I. Gathering
 - II. The Word
 - III. Reflection/Respond
 - IV. Moving on (Mission)
 - c) Eucharist
 - d) Prayer
 - e) Prayer Progression
6. Resourcing
7. Training & Formation
8. Monitoring & Evaluation

Appendix 1: Liturgical year at St. Albans

Appendix 2: Collective Worship Planning Sheet

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.’¹

2. Statement of requirement

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils²: that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church³. Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements⁴. 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 liturgy⁵.

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

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

¹ (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

² Section 70, 1988 Education Act

³ School Standards and Framework Act 1998, schedule 20; Instrument of Government, clause 2

⁴ (The Mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019

⁵ School Standards and Framework Act 1998, s.71(1A)

- there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.

(b) Headteacher/Head of School

The headteacher/Head of School, 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

Prayer and Liturgy lies at the heart of the school and is central to the Catholic tradition.

Prayer and Liturgy takes into account the religious and educational needs of all who share in it:

- Those who form our school community in church
- Those who experience Church through school
- Those from other Christian denominations
- Those from other faith backgrounds.

5. Collective Worship

Collective Worship is planned following a structure with reference to the Church's seasons, Religious Education, feast days, class saints' days, the curriculum and other significant dates within the liturgical calendar. Parish and parents are invited to participate in some liturgical celebrations. A variety of prayer styles will be used appropriate to the age of the children and the occasion.

Each classroom has a number of resources including a 'Prayer and liturgy box' to prepare their collective worship on class-led liturgy days.

(a) Timetable of Collective Worship

When	Act of Worship	Responsibility
Monday	Class led liturgy - Encounter	Class led and teaching staff
Tuesday	Gospel Assembly (KS1 & KS2)	Head of School/RE Lead
Wednesday	KS2 Hymn Practice	Head of School/RE Lead
Thursday	Class led liturgy	Class led and teaching staff
Friday	KS1 & KS2 assembly	Senior Leadership team
	Class led liturgy - Encounter	Class led and teaching staff

(b) Structure of an Assembly

The structure for an assembly can be based around the Liturgy of the Word:

1. Gathering - welcome
2. The Word - readings from Scripture
3. Reflection - responding to the Word of God, intercessions
4. Moving on - sending forth Gather – welcome

1. Gathering

Assemblies are a time for the school to come together and reflect its sense of being a community centred on Christ. The quality of the atmosphere can be shaped by how pupils and staff arrive and punctuality. Teachers are to sit with their class and should see themselves as responsible for the behaviour of their class.

2. The Word

The starting point for a whole school liturgy should be the Scripture readings from the previous or forthcoming Sunday. Many members of our school community may not normally experience the Christian feast of Sunday, however for those members of our school community who have celebrated the Christian feast of Sunday, our school should be a place where they are able to reflect on the mysteries they have celebrated.

The principle is to reflect on the Sunday past at the Monday Gospel assembly and prepare for the Sunday coming on the Thursday (KS1)/Friday (KS2) as part of Key Stage assembly. Themes are therefore based upon the Lectionary. Week by week and season by season the children reflect on the liturgy they have received and celebrated.

3. Reflection/Respond

During this part, children are offered the chance to reflect on the liturgy they have heard through quiet reflection, prayer, music, visual and artistic forms.

During class led liturgy, there are opportunities to pray together as a community. Pupils may choose to provide an intercessory prayer and there are also opportunities for responses to come from the children directly.

4. Moving on (Mission)

The children and staff are invited to consider a question that is linked to their lives and invites them to reflect on their mission. The children may be given a focus which will be shared throughout the week. This can be quite simple such as asking a question or more elaborate in terms of giving detailed examples.

(c) Eucharist

At St Alban's we believe that celebrating Mass together is central to the spiritual life of the whole school community. We aim to make each celebration of the Mass a community celebration which involves children, staff and is open to parents and parishioners. We gather as a school community to share the Eucharist on Holy Days of Obligation, during seasons of the liturgical calendar, such as Advent, Lent and special feast days e.g. St Alban's Feast Day. The children have the opportunity to attend Mass at St Barnabas' church in Molesey.

Children in Key Stage Two are offered an opportunity to receive the Sacrament of Reconciliation with the parish priest during the seasons of Advent and Lent.

(d) Prayer

At St Alban's the children are taught formal prayers during their learning journey. Each class has a prayer table which provides a focus for prayer in the classroom. Each year group has their dedicated prayer book which includes Church prayers. The Prayer Garden and Wildlife Garden are recognised and respected as a special place of prayer.

The school works hard to secure a flourishing partnership with the local parish to help pupils participate more fully in liturgy.

(e) Prayer Progression

St Alban's Catholic Primary School has developed a prayer progression document so that staff are clear what prayers children learn in each year group. This is also available for parents on the prayer section of our school website. The prayers in bold are those that have been added each year. The prayer progression is as follows:

EYFS	Sign of the Cross (English and French) Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/Spontaneous prayers
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Y1	Sign of the Cross Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/ Hail Mary/Our Father/Glory Be Spontaneous prayers
Y2	Sign of the Cross/Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/Hail Mary/Our Father/Glory Be/ Prayer to my Guardian Angel /Spontaneous prayers
Y3	Sign of the Cross /Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/Hail Mary/Our Father/Glory Be/ Prayer to my Guardian Angel/ Act of Contrition /Spontaneous prayers
Y4	Sign of the Cross /Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/Hail Mary/Our Father/Glory Be/ Prayer to my Guardian Angel/ Act of Contrition/ Act of Faith, Hope and Love/Hail Holy Queen/Prayer to the Holy Spirit/Apostles Creed /Spontaneous prayers
Y5	Sign of the Cross/Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/Hail Mary/Our Father/Glory Be/ Prayer to my Guardian Angel/ Act of Contrition/Act of Faith, Hope and Love/Hail Holy Queen/Prayer to the Holy Spirit/Apostles Creed/ The Memorare/Penitential Act/The Gloria/Angelus /Spontaneous prayers
Y6	Sign of the Cross /Morning Prayer/Evening Prayer/Prayer before meals/ Prayer after meals/ Mission Statement/Hail Mary/Our Father/Glory Be/ Prayer to my Guardian Angel/ Act of Contrition/Act of Faith, Hope and Love/Hail Holy Queen/Prayer to the Holy Spirit/Apostles Creed/ The Memorare/Penitential Act/The Gloria/Angelus/ The Magnificat/Divine Praises/The Nicene Creed /Spontaneous prayers

6. Resourcing

Prayer and liturgy are central to the school's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy.

The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

7. Training and formation

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

8. Monitoring and evaluation

Monitoring and evaluation of the quality and impact of prayer and liturgy will take place regularly, and at least annually, and involve all key stakeholders: pupils, parents, staff, clergy, and governors. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.





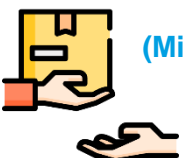
Appendix 1: Liturgical year at St. Albans

Autumn Term	Spring Term	Summer Term
September (Ordinary Time) Michaelmas Mass: Beginning of the academic year. Fairtrade Fortnight	January Epiphany or Candlemas Mass	April (Easter) Easter Mass
October (Ordinary Time) Harvest Festival Rosary - weekly	February/March Ash Wednesday	May Feast of the Ascension Pentecost Rosary - weekly
November (Ordinary Time/Start of Advent) Remembrance	Lent Reconciliation Y4-6 Way of the cross Y3	June Feast of St Alban Feast of St Peter & St Paul
December (Advent) Feast of the Immaculate Conception Reconciliation Y4-6 Nativities (EYFS, Y1, Y2) Years 3&4 Carol Service at school Years 5&6 Carol Service at Church	Easter Celebrating Easter day	July Y6 leaver's 'Go forth' Mass

Appendix 2: Collective Worship Planning Sheet

COLLECTIVE WORSHIP PLANNING SHEET

This sheet helps to plan my collective worship.

 <p>Plan</p> <p>I want to include.....</p>	
 <p>Gathering</p> <p>How will we gather? Why would you like to gather in this way?</p>	<p>Set the scene – consider layout of the space and the seating arrangements. Lighting? Fragrance? Can everyone see the focal point? Lectern? What symbols will you use? Bible – for the Word Candle for Jesus as light of the world – may have a smaller table with candles for each class Cross or Crucifix – depending on the time of the year Liturgical colours – help to focus on the mood for the season</p>
 <p>The Word – Listen</p> <p>Which scripture would you like to use?</p>	<p>Every liturgy must include a biblical text – it is through the Word that God speaks to us and calls us to respond Ensure the word can be read – choose readers carefully allow them time to rehearse Allow for times of silence</p>
 <p>Reflection/Respond</p> <p>What action, prayer response would you like to include? Why is that a good response?</p>	<p>Sing – children enjoy singing – chose music relevant to the time of the year Actions, dance and drama – allows us to reflect on scripture and turn towards God in a prayerful response Bidding prayers – Lord in your mercy, We pray to the Lord Ritual action – usually using the senses</p>
 <p>Moving on (Mission)</p> <p>How will we end and carry the message to others in some way? Choose a mission about the topic.</p>	<p>Mission and dismissal How? What? Why? What will you do to help those present take the message away with them - prayer card, picture, symbol, action/deed etc. Music or hymn to leave</p>