

Prayer and Liturgy Policy

MISSION STATEMENT

Holy Family School exists to serve its Parish and Community by promoting excellence in academic, creative and spiritual learning.

Based on the teachings of Jesus Christ and the Catholic Church the schools seeks to provide a happy, safe and inspiring environment where children, staff, parents, governors and visitors feel secure loved and respected.

Holy Family Roman Catholic Primary school encourages all:

- Through WORK, to develop his or her full potential as part of the community and as a unique person made in the image and likeness of God
- Through WORSHIP, to learn to know and love God and recognise the person of Christ in others
- Through WITNESS to celebrate the gospel messages including justice and peace

This prayer and liturgy policy has been approved and adopted by the Governing Board on _____ and will be reviewed in **September 2026**.

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 provide an act of daily collective worship (prayer and liturgy) for all pupils, (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).

The law requires all maintained schools 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)).

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 Co-ordinator)
- 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 Co-ordinator

Those responsible for prayer and liturgy ensure that:

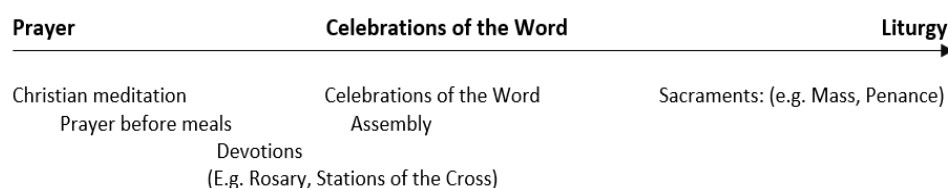
- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory (See section 4)
- there is an Annual Plan of Provision for prayer and liturgy across the school year which identifies liturgical seasons and key celebrations, as well as

opportunities for the celebration of the Sacraments (Appendix 1 – Prayer and Liturgy Planner- Religious Life Planner)

- 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 (Appendix 2 – Prayer Progression Document)
- 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

From the Prayer and Liturgy Directory – To Love You More Dearly (2023)
‘varied forms of prayer form a continuum, with silent meditation at one end and a celebration of Mass on a Solemnity of the Church, for example, Ascension of the Lord, at the other.’



Class Prayer

The
of

Monday	Tuesday	Wednesday	Thursday	Friday
Prayers at the start of the day	Prayers at the start of the day	Prayers at the start of the day	Prayers at the start of the day	Prayers at the start of the day
Prayers before lunch	Prayers before lunch	Prayers before lunch	Prayers before lunch	Prayers before lunch
Prayers after lunch	Prayers after lunch	Prayers after lunch	Prayers after lunch	Prayers after lunch
Prayers at the end of the day	Prayers at the end of the day	Prayers at the end of the day	Prayers at the end of the day	Prayers at the end of the day
*See Appendix 3 – School Prayer Booklet				

range

opportunities for prayer and liturgy lie within three main areas: **prayer**, **celebrations of the word**, and **Liturgy**, although there are areas of overlap.

Celebrations of the Word: Weekly Assemblies	
Monday	Weekly Key Stage Assemblies Awards
Tuesday	Weekly Key Stage Assemblies Awards
Wednesday	Whole School Assembly, reflection
Thursday	Singing worship KS2
Friday	Whole School Assembly (alternate class led/HT), reflection

Celebrations of the Word		
Autumn	Spring	Summer

Harvest Assembly Voluntary Prayer- The Rosary Remembrance Advent Reflection Nativity	Love Care for our common home Stations of the Cross Lenten Reflection Holy week Reflection	Pentecost Assembly Leavers' Assembly
Each year group lead three times throughout the year		

Celebrations of the Word: Whole Class Prayer
Weekly Class Reflection - EYFS – Y6 (as per weekly timetables) Chaplaincy Lead Class Prayer- October and May

Liturgy: Mass (TBC) (Bold: Solemnities celebrated with a Mass if they occur in term time)		
Autumn	Spring	Summer
New School Year All Saints The Immaculate Conception of the Blessed Virgin Mary	Epiphany of the Lord Ash Wednesday Service Mass in Holy Week	Ascension Sacred Heart of Jesus Feast of St Peter and Paul Leavers' Mass

5. Resourcing

Prayer and liturgy are central to the school's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

6. Training and Formation

All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at

least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

7. Monitoring and Evaluation

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

8. Review

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

Appendix 1

Holy Family RC Primary School

Annual Plan of Provision: Prayer and Liturgy

Daily Prayer All Classes EYFS to Y6	Lead	Detail
Morning Prayer	Class Teachers	All times of Daily Prayer will including an opportunity for silent reflection when the class may reflect upon the following examples: • Needs of the Universal Church (e.g. for the Pope/Laudato Si) • Needs of the world (prayers for peace, end to drought) • People who are sick in the local community • People who have died • Personal intentions • Statement of Belief linked to Gospel Reading
Prayer before meals		
Prayer after meals		
End of the Day Prayer		
<i>See Prayer Booklet</i>		

Weekly Prayer and Liturgy	Lead	Detail
Monday: Assembly linked to the liturgical calendar/Sunday Gospel Reading KS2 10.15am	SLT Children chosen to read/lead prayers each week.	Age- appropriate: Shows progression Includes elements of Gather, Listen/Word/Respond/Send Forth (See hymn timetable)
Tuesday: Assembly linked to the liturgical calendar/Sunday Gospel Reading KS1 10.30am	SLT Children chosen to read/lead prayers each week.	Age- appropriate: Shows progression Includes elements of Gather, Listen/Word/Respond/Send Forth (See hymn timetable)
Wednesday: Assembly	Headteacher	Whole school assembly beginning with prayer and liturgy Includes: Listen/Word/Respond/Send Forth/hymn and moments of silent reflection.

Thursday: Class Prayer and Liturgy linked to Sunday Gospel or scripture focus in RE lesson. NB: Meditation (once per half term).	Children from each class	Children in each class lead a Prayer and Liturgy All children participate in some way, including preparing the prayer space, writing prayers, reading scripture, symbolic action, joining in with hymns Includes: Listen/Word/Respond/Send Forth and hymns and moments of silent reflection
Thursday: key stage 2	Headteacher/ Deputy Headteacher/SLT	Singing assembly- hymn linked to the liturgical year, church's season or thematic week
Friday: Class or Headteacher Assembly	Headteacher or year group	Whole school assembly beginning with prayer and liturgy. Includes: Listen/Word/Respond/Send Forth/hymn and moments of silent reflection.

Termly Prayer and Liturgy Autumn One	Lead	Detail
Mass: Beginning of the Year/ GIFT Pupil Chaplains Commissioning Second Week In Autumn Term	Parish Priest GIFT Chaplaincy Team	GIFT Chaplaincy to prepare altar space etc. and lead prayers, readings, and offertory. All children attend Mass in the school hall. Mass responses displayed for children to read Parents invited to the celebration. (See hymn timetable)
Harvest Assembly –foodbank collection Second/Third Week In Autumn Term	Year 3	Gather, Listen/Word/Respond/Send Forth Traditional Hymns Moments of silent reflection Older children support younger children with prayers
CAFOD October Family Fast Day First Friday in October	Headteacher	Whole school assembly Children participate in prayers, listening to the presentation, the Gospel readings,
Rosary /Devotion October	Children and class teachers	12.50 daily Children in all classes chosen to lead alongside class teacher Children prepare the classroom/prayer space, Includes: Gather, Prayer, Hymn All classes

Termly Prayer and Liturgy Autumn Two	Lead	Detail
Remembrance Mass November	Parish Priest	GIFT Chaplaincy to prepare altar space etc. All children attend Mass in the school hall. Altar servers and Eucharistic minister support the parish priest. Mass responses displayed for children to read Parents invited to the celebration (See hymn timetable)
Remembrance Service 11th November November	Chaplains/GIFT	GIFT Pupil Chaplains to lead an assembly Time of reflection/prayer/moments of silent reflection A celebration of RE learning and a time of prayer and reflection where children lead by: • Reading/dramatising the Gospel • Read prayers that they have written • Leading moments of silent reflection • Singing hymns of praise and thanksgiving Parents invited to join in with this celebration and prayer and liturgy
Advent Reflections		Advent Reflection led by the HT/SLT/children which are age –appropriate and show progression through school. Children prepare/practise readings, write prayers and prepare the space for Prayer and Liturgy. The reflections includes elements of Listen/Word/Respond/Send Forth and also include hymns/carols and moments of silent reflection, a symbolic action and lighting of the Advent Wreath. Children read scripture, read prayers, lead a silent reflection and join in with hymns/carols.
Mass: Advent		GIFT Chaplaincy to prepare altar space etc. children lead prayers, readings, and offertory. All children attend Mass in the school hall. Altar servers and Eucharistic minister support the parish priest. Mass responses displayed for children to read Parents invited to the celebration (See hymn timetable)
Nativity	KS1 Children	Children will retell the events leading to the birth of Jesus through drama, speaking and song. Parents and wider community invited.
Carol service	Lks2 children	Children will retell the events leading to the birth of Jesus through readings and carols Parents and wider community invited.

Termly Prayer and Liturgy Spring One	Lead	Detail
Mass: New Year Mass /Epiphany First Week back After Christmas		GIFT Chaplaincy to prepare altar space etc. All children attend Mass in the school hall. Altar servers and Eucharistic minister support the parish priest. Mass responses displayed for children to read Parents invited to the celebration (See hymn timetable)
Assembly		A celebration of RE learning and a time of prayer and reflection where children lead by: • Reading/dramatising the Gospel • Read prayers that they have written • Leading moments of silent reflection • Singing hymns of praise and thanksgiving Parents invited to join in with this celebration and prayer and liturgy.

Termly Prayer and Liturgy Spring Two	Lead	Detail
Ash Wednesday Service Lent	Parish Priest Lead Children lead prayers	The blessing and distribution of ashes take place during a celebration of the word of God (Traditional hymns – Lent)
Lenten Reflections	EYFS/KS1 Upper KS2	Lenten Reflection led by the children which are age – appropriate and show progression through school. Children prepare/practise readings, write prayers and prepare the space for Prayer and Liturgy. The reflections includes elements of Listen/Word/Respond/Send Forth and also include hymns/carols and moments of silent reflection, a symbolic action. Children read scripture, read prayers, lead a silent reflection and join in with hymns/carols.
Stations of the Cross Lent	Lower KS2	Children lead a Stations of the Cross, stopping to reflect on ‘stations’ set up in the school hall. Children use appropriate readings and responses.
Assembly Spring Two		A celebration of RE learning and a time of prayer and reflection where children lead by: • Reading/dramatising the Gospel • Read prayers that they have written • Leading moments of silent reflection • Singing hymns of praise and thanksgiving Parents invited to join in with this celebration and prayer and liturgy.
Mass Holy Week		School hall. GIFT Chaplaincy to prepare altar space etc. Year 1 children lead prayers, readings, and offertory. All children attend Mass in the school hall. Altar servers and Eucharistic minister support the parish priest. Mass responses displayed for children to read Parents invited to the celebration (See hymn timetable)
Easter Reflection Whole School	HT/SLT/Children	Children will retell the events leading to the death and resurrection of Jesus through drama, speaking and song.

Summer One	Lead	Detail
Assembly	Reception Children	A celebration of RE learning and a time of prayer and reflection where children lead by: • Reading/dramatising the Gospel • Read prayers that they have written • Leading moments of silent reflection • Singing hymns of praise and thanksgiving Parents invited to join in with this celebration and prayer and liturgy.

Summer Two	Lead	Detail
Assembly		A celebration of RE learning and a time of prayer and reflection where children lead by: • Reading/dramatising the Gospel • Read prayers that they have written

		• Leading moments of silent reflection • Singing hymns of praise and thanksgiving Parents invited to join in with this celebration and prayer and liturgy.
Mass St Peter and Paul 29th June	Parish Priest Children	In the school hall. GIFT Chaplaincy to prepare altar space etc. Children chosen to lead prayers, readings, and offertory. All children attend Mass in the school hall. Altar servers and Eucharistic minister support the parish priest. Mass responses displayed for children to read Parents invited to the celebration (See hymn timetable)
Leavers Assembly Last Week of Term	Year 6 children	A celebration of children's time at holy Family and a time of prayer and reflection where children lead by: • Reading and reflecting on scripture • Reading prayers that they have written • Leading moments of silent reflection • Singing hymns of praise and thanksgiving Parents invited to join in with this celebration and prayer and liturgy.
Mass End of the Year /Leavers Last Week of Term	Year 6 children	In the school hall. GIFT Chaplaincy to prepare altar space etc. Year 6 children lead prayers, readings, and offertory. All children attend Mass in the school hall. Altar servers and Eucharistic minister support the parish priest. Mass responses displayed for children to read Parents invited to the celebration (See hymn timetable)

Appendix 2

Prayer Progression Holy Family RC Primary School

Age Phase	5-7 (KS1)	7-9 (Lower KS2)	9-11 (Upper KS2)
Prayers	The Sign of the Cross The Lord's Prayer Hail Mary Glory be Our School Prayer Diocesan Prayer Morning Prayer Prayer before Lunch Grace before Meals Prayer after Lunch Grace after Meals Prayer at the end of the day	The Apostles' Creed An Act of Contrition Angel of God Come, Holy Spirit The Prayer of St Richard of Chichester	Morning Offering The Rosary The Magnificat Act of Faith Act of Hope Act of Love

Appendix 3

**Holy Family RC
Primary School**

‘Through Work, Through Worship, Through Witness...’



Prayer Book

The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Lord's Prayer

Our Father who art in heaven, hallowed be Thy name; Thy Kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

The Hail Mary

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Our School Prayer

Jesus, Jesus live in me, so that everything I do, is done by you. AMEN

Diocesan Prayer

Stay with us Lord on our Journey

Grace before Meals

Bless us, O Lord, as we sit together. Bless the food we eat today. Bless the hands that made the food. Bless us O God. Amen.

Grace after Meals

Thank you, God, for the food we have eaten. Thank you, God, for all our friends. Thank you, God, for everything. Thank you, God. Amen.

Morning Prayer

Father in heaven, you love me; you're with me night and day. I want to love you always in all I do and say. I'll try to please you, Father. Bless me through the day. Amen.

Night Prayer

God, our Father, I come to say thank you for your love today. Thank you for my family, and all the friends you give to me. Guard me in the dark of night and in the morning send your light. Amen.

The Apostles' Creed

I believe in God, the Father almighty
Creator of heaven and earth, and in Jesus Christ, his only Son, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. AMEN

An Act of Contrition

O my God, because you are so good, I am very sorry that I have sinned against you, and with the help of your grace I will not sin again.

Prayer to the Guardian Angel

Angel of God, my guardian dear, to whom God's love commits me here. Ever this day/night be at my side to light and guard, to rule and guide. Amen.

Eternal Rest

Eternal rest grant unto them, O Lord,
and let perpetual light shine upon them.
May they rest in peace. Amen.

Prayer to the Holy Spirit

V. Come Holy Spirit, Fill the hearts of your faithful,

R. and kindle in them the fire of your love.

V. Send forth your Spirit, and they shall be created,

V. and you shall renew the face of the earth.

Let us pray. O God who has taught the hearts of the faithful, by the light of the Holy Spirit, Grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation. Through Jesus Christ our Lord. AMEN

Prayer of St Richard of Chichester

Thanks be to you, my Lord Jesus Christ, for all the benefits which you have given me, for all the pains and insults which you have borne for me. O most merciful Redeemer, friend and brother, may I know you more clearly, love you more dearly, and follow you more nearly, day by day. AMEN

Hail Holy Queen

Hail Holy Queen, Mother of Mercy. Hail our life our sweetness and our hope. To thee do we cry poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this vale of tears. Turn them most Gracious Advocate, thine eyes of mercy towards us; and after this, our exile, show unto us the Blessed Fruit of Thy Womb, Jesus. O clement, O loving, O sweet Virgin Mary.

The Mysteries of the Rosary

The Joyful Mysteries (Recited Monday and Saturday)

The Annunciation (Luke 1:26–38)

The Visitation (Luke 1:39–45)

The Nativity (Luke 2:1–7)

The Presentation in the Temple (Luke 2:22–35)

The Finding in the Temple (Luke 2:41–52)

The Mysteries of Light (Recited Thursday)

The Baptism of Jesus (Matthew 3:13–17)

The Wedding Feast of Cana (John 2:1–12)

The Proclamation of the Kingdom, with the call to Conversion
(Mark 1:14–15; 2:3–12)

The Transfiguration (Luke 9:28–36)

The Institution of the Eucharist (Matthew 26:26–29)

The Sorrowful Mysteries (Recited Tuesday and Friday)

The Agony in the Garden (Mark 14:32–42)

The Scourging at the Pillar (Matthew 27:15–26)

The Crowning with Thorns (Matthew 27:27–31)

The Carrying of the Cross (John 19:15–17; Luke 23:27–32)

The Crucifixion (Luke 23:33–38, 44–46)

The Glorious Mysteries (Recited Wednesday and Sunday)

The Resurrection (Matthew 28:1–8)

The Ascension (Acts 1:6–11)

The Descent of the Holy Spirit (Acts 2:1–12)

The Assumption (1 Thessalonians 4:13–19)

The Coronation of Mary Queen of Heaven and Earth
(Revelation 12:1; 14:1–5; Isaiah 6:1–3)

The Magnificat

My soul proclaims the greatness of the Lord, and my spirit rejoices in God my Saviour, for he has looked upon his handmaid in her lowliness; for behold, from this day forward, all generations will call me blessed. For the Almighty has done great things for me, and holy is his name. His mercy is from age to age for those who fear him. He has made known the strength of his arm, and has scattered the proud in their conceit of heart. He has cast down the mighty from their thrones and has exalted those who are lowly. He has filled the hungry with good things, and has sent the rich away empty. He has helped his servant Israel, mindful of his mercy, even as he promised to our fathers, to Abraham and his descendants for ever. Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. AMEN

Act of Faith

My God, I believe in you and all that your Church teaches, because you have said it, and your word is true.

Act of Hope

My God, I hope in you, for grace and for glory, because of your promises, your mercy and your power.

Act of Love

My God, because you are so good, I love you with all my heart, and for your sake, I love your neighbour as myself.