

# *The Holy Spirit Catholic Primary School*

## *Prayer and Liturgy Policy* 2023 - 2024



*The Holy Spirit Primary School*  
Cotterill  
Runcorn  
Cheshire  
WA7 2NL

Headteacher:	Lorraine Connolly
RE Governor:	Margaret Hodgson
P&L Co-ordinator:	Jenia Crabbe
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Next Review Date:	September 2025

Telephone: 01928 563148  
E-mail: [sec@holyspiritruncorn.co.uk](mailto:sec@holyspiritruncorn.co.uk)  
Website: [www.holyspiritruncorn.co.uk](http://www.holyspiritruncorn.co.uk)

## Policy Overview

This policy has been prepared in line with the Prayer and Liturgy Directory of September 2022. This Directory is currently being revised and so changes will be made in line with further recommendations etc. In addition, the RE curriculum is also being rewritten so there will be changes in line with that. As we develop Prayer and Liturgy practice throughout the coming terms, we will review and adapt...this is definitely a work in progress.

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## Understanding Prayer and Liturgy

(From the draft Prayer and Liturgy Directory, September 2022)

In any school there will be a range of Prayer and Liturgy: classroom prayer, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacrament of Reconciliation.

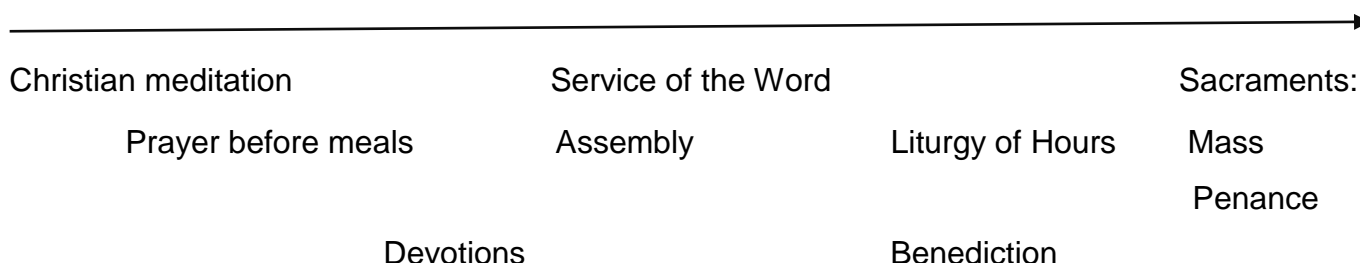
Each form of Prayer and Liturgy will have its own character dependent on the circumstances, size and age of the group, the place of celebration and its content.

### Definition of Terms

Prayer, Celebration of the Word, and Liturgy form a continuum with silent meditation at one end and a celebration of Mass on a Solemnity of the Church (e.g., Ascension of the Lord) at the other. Of course, there are areas of overlap between the categories.

#### Prayer Liturgy

#### Celebration of the Word



Prayer	Celebration of the Word	Liturgy
Simple structure	Structured (often 4 part)	Taken from official books
One or two elements	Elements drawn from liturgy	Complex structure
Balance of familiarity & creativity	Places of Scripture	Many elements
	Contrasts and creativity	Range of ministry

In Catholic terminology 'worship' is not generally used to name and describe a distinct type of prayer or event. Worship is about living our lives in a way that recognises that everything we have is a gift from God and that everything we do gives glory to God. That, of course, does include prayer but the scope is broader. With that understanding of worship it will be seen that that the purpose of education in a Catholic school is to know and love Christ and to open the vision and imagination of all pupils to the wonder of living in God's world, and the responsibilities that follow from this.

Under Section 48 of the Education Act 2005 there is a statutory duty to inspect and report on denominational education (that is religious education) and collective worship in schools designated as having a religious character. For this reason, the term 'Collective Worship' has been kept as the headline judgement by the Catholic Schools Inspectorate but throughout the framework it is referred to as Prayer and Liturgy. This policy addresses the shift in vocabulary and is an interim response to the draft Prayer and Liturgy Directory. When the Directory is published it will contain a model policy, which we will then adapt for use at The Holy Spirit School, Runcorn.



# Holy Spirit Catholic Primary School

## Prayer and Liturgy Policy



### Mission Statement

*'Together, in the spirit of love and forgiveness,  
our family learns to grow in hope and joy.'*

Our school logo is IHS – the name of Jesus. This logo is on the children's jumpers and staff lanyards... We wear the name of Jesus over our hearts.

### The Nature of Prayer and Liturgy

Prayer and Liturgy in a Catholic school names and celebrates God's presence in our lives. It is concerned with giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit.

'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.'<sup>1</sup>

### Legal Requirements

It is a legal requirement that there is a daily 'act of worship' offered for all pupils. This can take place at any time during the school day and can be either a single 'act of worship' for all pupils, or separate 'acts of worship' in school groups. Holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. Prayer, Celebration of the Word and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between will always be made clear.

The 'act of worship' is not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education. Responsibility for arranging Prayer and Liturgy lies with the Governing Body after consultation with the headteacher.

Parents have a right to withdraw their child from 'Collective Worship'. However, given the importance of Prayer and Liturgy in a Catholic school, parents and prospective parents will be made aware of the fact that it can never be confined to 'timetabled slots' but may take place in a variety of contexts other than those which are specifically structured, within the RE curriculum or throughout the day.

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<sup>1</sup> Christ at the Centre Rev Marcus Stock, 2005

## **The Place of Prayer and Liturgy in the Life of The Holy Spirit School**

Prayer and Liturgy is an integral part of school life and 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 part of the worshipping community in church;
- Those for whom school may be their first and only experience of church;
- Those from other Christian traditions – or none;
- Those from other faith backgrounds – or none.

## **The Aims of Prayer and Liturgy**

Prayer and Liturgy at The Holy Spirit School aims to provide opportunities for all pupils and staff:

- To contemplate the mystery of God
- To reflect on spiritual and moral issues
- To explore personal beliefs
- To respond to and to celebrate life
- To experience a sense of belonging and to develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To pray using prayers which are part of the Catholic tradition
- To reinforce positive attitudes
- To participate fully
- To take time out ‘to wonder at’, ‘to come to terms with’ and ‘to give worth to.’

## **Principles**

All acts of prayer at The Holy Spirit School will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Enable pupils to develop skills so that they can prepare, organise and lead prayer times;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church.<sup>2</sup> Celebrations will be appropriate to the age and groupings of the children.

## **Planning, content and celebration**

Prayer and Liturgy is planned following a structure with reference to the Church's seasons, Way, Truth and Life RE curriculum, feast days, the curriculum and significant dates e.g. CAFOD Family Fast Day, Holocaust Memorial Day.

Parish and parents are invited to participate in some celebrations.

A variety of prayer styles will be used. These will be appropriate to the age of the children and the occasion.

Each staff meeting begins with a prayer – often this introduces staff (teachers and some TAs) to different ways of praying, so it is an important contribution to their own formation. Other TAs experience these forms of prayer in classes during the day, in Prayer and Liturgy times.

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<sup>2</sup> Directory for Masses with Children, paragraph 9.

## Prayer and Liturgy Timetable

Monday - 9.10 in hall - whole school	<b>Gospel Gathering</b> led by Mrs Connolly. Follow 4 part structure and reflects on Sunday's gospel.
Tuesday - 2.40 in hall - whole school	<b>Sing Praise</b> – opportunity to praise God on song and learn new hymns and actions.
Wednesday - Times vary - In class	<b>Ten:Ten P&amp;L</b> resources or other forms of prayer e.g. using our imagination
Thursday - Times vary - In class	<b>Ten:Ten P&amp;L</b> resources or other forms of prayer e.g. stilling/breathing.
Friday - 9.10 in hall - whole school	<b>Celebration</b> led by Mrs Connolly. Celebrating effort and achievement and reflecting on the Virtues of ...
On all days there are times of 'formal', 'traditional' prayer e.g. Morning offering, Lunch-time Prayer, Our Father, Glory Be, Hail Mary, Home-time prayer etc. These prayers are 'non-negotiable'. They are introduced in the EYFS, but interpreted in depth at a developmentally appropriate stage.	

## Leading Prayer and Liturgy

As faith leader of the school, the Headteacher plans and leads the Gospel Gathering and the Celebration Assembly.

The Head Teacher is the faith leader of the school and will work with teachers, P&L leader and link-governor to ensure children have a meaningful experience of Prayer and Liturgy. Class teachers will lead class Prayer and Liturgy sessions. Children are taught to plan and lead prayer times according to their age. In the future, we aim to develop teachers in leading whole-school Prayer and Liturgy sessions.

## Recording

Prayer and Liturgy is recorded in Class liturgy books; Sometime children's P&L work gets displayed, pictures and videos posted on DoJo, Twitter etc.

## Monitoring and Evaluation

Prayer and Liturgy is monitored using Prayer and Liturgy monitoring form (see attached proforma and timetable). These are carried out by SLT and / or governors. Pupils evaluate liturgies they have planned and record on planner. Following monitoring, training needs will be identified and outcomes used to inform the school's CSED (Catholic Schools Evaluation Document).

## Resources

Prayer Leaders work with an adult to manage resources e.g. organise 'take home' bags for Christmas and Lent; show teachers different resources and make sure they have appropriate seasonal resources.

Resources are kept in the cupboard in the library and entrance hall.

## **The learning environment**

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment'<sup>3</sup>

Focal points in each classroom and throughout the school will reflect the liturgical season and will reference The Way, The Truth and The Life topics, including an indication of how the current scheme of work links with the new RED, including children's work in 'Understand', 'Discern' and 'Respond'. In this way they will be an outward sign of the school's ethos.

## **Other opportunities**

School leaders are striving to develop links with the parish and develop opportunities for the children to take part in Liturgical Celebrations in Church and/or with the priest.

**Eucharist** - First Holy Communion; Y6 Leavers' Mass

**The Coordinator for Prayer and Liturgy** - Mrs. Jenia Crabbe

## **Policy Monitoring and Review**

This policy is monitored by the Prayer and Liturgy Coordinator and is evaluated and reviewed by the whole school staff and governors every two years. The Foundation Governors in particular will play the most important role. There is a link-governor for Prayer and Liturgy, who works with the SLT to monitor, review and plan.

Planning Group consists of HT, DHT, link-governor with some input from prayer-leaders, governors and other members of staff.

Policy Reviewed by:  
Signatures:

Date: September 2023

Headteacher:  
Lorraine Connolly

Link-governor and Deputy Chair:  
Margaret M Hodgson

Prayer & Liturgy Lead:  
Jenia Crabbe

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<sup>3</sup> Christ at the Centre Rev Marcus Stock, 2005

## **The Role of the Coordinator for Prayer and Liturgy**

- Formulating a written policy for Prayer and Liturgy
- Ensuring that there is a development plan for Prayer and Liturgy included in the school development plan
- Ensuring that Prayer and Liturgy is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that Prayer and Liturgy takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'
- Organising themes for prayer times
- Assisting the governors and headteacher to carry out their legal responsibilities with regard to Prayer and Liturgy, in line with the new 'Prayer and Liturgy Directory'
- Developing staff confidence and expertise e.g. through modelling different prayer styles

### **Planning, recording, monitoring and evaluating**

- Maintaining and developing effective procedures and documentation
- Observing Acts of Prayer and Liturgy and providing feedback
- Informing the headteacher of standards and developments in Prayer and Liturgy

### **Communication**

- Communicating to members of the school community the significance and content of Prayer and Liturgy
- Reporting to and consulting with the governors and headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards Prayer and Liturgy
- Informing newly appointed colleagues of school policy regarding Prayer and Liturgy
- Communicating with parents, governors and the parish community
- Liaison with the local clergy
- Liaison with the Diocesan Department for Education

### **Professional development/Ongoing formation**

- Leading and organising in-service training and ongoing formation for Prayer and Liturgy
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading

### **Resources**

- Evaluating existing resources
- Developing the resources available for Prayer and Liturgy including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently



## Developing Different Forms of Prayer (Prayer, Celebration of the Word and Liturgy)

### Some definitions:

**Prayer** can be described simply as raising the heart and mind to God. There may be words / songs / actions / silence

**Celebration of the Word** is the prayer that follows a fairly flexible structure e.g. the 4 part Emmaus model of Gather, Listen to God's Word, Respond and Go Forth. It's called the Emmaus model because it mirrors the gospel story of Jesus meeting the two disciples on the way to Emmaus (Luke 24: 13-35)

**Liturgy** is a more formal form of prayer which follows a definite structure with parts that should not be changed or adapted e.g. mass isn't mass without the consecration or communion and a wedding isn't a wedding without vows.

<b>Monday 9.10</b>	<b>Whole school Gospel assembly – focussing on the gospel from the day before (Mrs. Connolly). Usually Follows Emmaus structure.</b>
<b>Tuesday 2.45</b>	<b>Sing Praise – children gather to worship God in song and learn new hymns (Mr. John Barton from the Diocese)</b>
<b>Wednesday</b>	<b>In class prayer – teacher and / or prayer leader led. Focus on different ways of praying each month.</b>
<b>Thursday</b>	<b>Ten Ten resource. In class. Teacher led.</b>
<b>Friday 9.10</b>	<b>Celebration gathering. Mrs Connolly.</b>

### Developing different forms of prayer experiences

At Holy Spirit School, we want to ensure pupils are introduced to a variety of forms and styles of prayer, which are developed in ways which are appropriate to their age and stage of development.

### What do we mean by different forms of prayer experience?

<b>Type of Prayer</b>	<b>Example</b>
<b>Traditional Prayers (non-negotiable)</b>	Glory be to the Father, Our Father, Hail Mary, Grace before meals, morning offering, home-time prayer etc.
<b>Mantra: repeating a short phrase or word slowly</b>	'Jesus' 'Come Holy Spirit' 'Be still and know that I am God'.
<b>Breathing / Stilling</b>	Breathe in through your nose and out through your mouth. Breathe in peace and breathe out cares and worries. No need for words. Matthew 28: Come to me all, who are carrying heavy burdens and I will give you rest.
<b>Meditation</b>	Reflecting on Scripture using imagination. Listen to a Gospel Passage. If you were there, what might you see? What would the weather have been like? Where about is Jesus? Where are you? (Make it real). What might Jesus say to you? What might you say to Jesus (or other characters)?

<b>Bodily Prayer</b>	Raising hands in praise, dancing, bowing, sign of peace, genuflecting (going down on one knee in front of Jesus in the Blessed Sacrament), actions to hymns.
<b>Contemplation</b>	Silently looking at a flickering candle, listen to the wind in the tress, look at a picture.
<b>Gestures</b>	Formal well-known gestures- shake hands for the sign of peace, hold out hands while praying
<b>Singing</b>	Hymns (traditional and modern); Prayers of the mass sung Other songs that have a spiritual meaning
<b>Listening</b>	To quiet music, to words of hymns and songs, sound of nature of the school.
<b>Litanies (Litany means a list)</b>	List of things on a theme often with a refrain or response For the sun and moon...we thank you Lord. For the rivers and the streams...we thank you Lord
<b>Processions</b>	Gospel procession with sung alleluia (emphasises the importance of the Gospel; Walking round the stations of the cross; Walking round a maze May Procession (carrying the statue of Our Lady) in honour of the mother of Jesus.
<b>Celebrations</b>	Prayer: thank you Lord for John's new baby sister. Sharing food and drink Celebrating work done, achievement and effort.
<b>Prayer services and liturgies</b>	Formal and spontaneous prayer using holy water, candles, incense and other symbols.
<b>Reading: Lection Divina, Holy Word</b>	Reading a phrase from Scripture several times, reflecting on it, responding to it...slowly, no pressure.
<b>Heart Room</b>	Go down into your heart room where you can be still and quiet. Imagine meeting Jesus there. He looks at you. Does he speak? Do you speak to Jesus?
<b>Using objects: Hold and pass</b>	Pass round an object – cross/ lighted candle/heart etc., either in silence or make a prayer (thank you Lord for.../ I am sorry for../ prayer for someone who is celebrating or feeling dull or who has died etc.) No pressure on anyone to speak

### **KEY MESSAGES:**

**PRAYER DOESN'T NEED TO BE LENGTHY OR WORDY BUT IT DOES NEED TO BE TREATED AS IMPORTANT AND SIGNIFICANT.**

**WARNING:** as teachers, we love to explain, repeat and clarify. Please try not to! Keep it short. Less is more. 3 meaningful minutes can be more worthwhile than a long session.

**NO-ONE (CHILD OR ADULT) SHOULD FEEL FORCED TO PRAY. INVITE CHILDREN TO PRAY BUT LET THEM KNOW THAT THEY CAN 'PASS'.**

Many of these prayer forms are in regular use across the school. We are looking to develop different forms of prayer so the children and adults experience a richer diet of prayer opportunities appropriate to their age and stage.

**Step 1:** Staff meetings of Tuesdays already start with a prayer – now every few weeks this will focus on introducing or reminding staff of a specific type of prayer.













**Step 2:** Prayer Leaders will be introduced to the prayer form lead the class in it on Wednesdays or Thursdays (or other times throughout the week). At least once per week. This will be a short prayer time and will replace one of the times usually used for formal prayer e.g., morning offering, grace etc. (There will be a PPT on the shared drive).

**Step 3:** Once children (and you) are comfortable, feel free to ask them to choose a way to pray.

**Adults (staff meeting Tuesday)**  
**Introduced by Mrs. Connolly or Mrs Crabbe**

**Type of prayer Long-term Plan**

**Examples below are suggestions only - get creative!**

Sunday readings are cycle A or Year 1		
Litany (list) e.g. looking forward to the new school year...I'm looking forward to... <i>Thank you Lord.</i>	12/ 9/23	
Litany (list) e.g. thanking God for our class Thank you God for (child or teacher says the name).	19/9/23	
Listening to words of hymn or quiet music – no words needed, be with God in your heart.	21/9/23	
Link to European languages day on Friday. Listen to words for Peace or Hello and move round the group greeting each other	26/9/23	
Looking: at your hands very carefully – think what you use them for. Lift your hands and offer everything you do to God. Shake hands with your neighbour or give them a wave. Use hands to make sign of the Cross	3/10/23	
Listening to words of hymn or quiet music – no words needed, be with God in your heart.	10/10/23	
Looking: at your hands very carefully – think what you use them for. Lift your hands and offer everything you do to God. Shake hands with your neighbour or give them a wave. Use hands to make sign of the Cross	17/10/23	
Children choose and lead	24/10/23	
<b>Half-term Break</b>		
November: remembering those who have died. Listening: e.g. Jesus remember me when you come into your kingdom; In your heart, pray for anyone you know who has died; or Write or draw in class prayer book.	7/11/23	Green in church but Purple is a solemn colour
Children choose and lead.	14/11/23	Green in church; Purple - solemn
Children choose and lead	21/11/23	Green in church; Purple - solemn
Christ the King – Sing hymn to Christ the King	28/11/23	Green in church; Purple - solemn
Advent: starts Sunday 3 <sup>rd</sup> December Now B or 2 of readings cycle. Most Sunday gospel readings in ordinary (green) time will be taken from Mark's Gospel	Year B or cycle 2	
Imagination – look at a picture of the Visitation (Elizabeth and Mary). How do you think they're feeling? What might you say to them	5/12/23	
Light the advent candle and listen to an Advent hymn	12/12/23	
Pink or Rose coloured candle Sing: 'Rejoice in the Lord always and again I say rejoice. Or list things that bring us joy	19/12/23	pink
<b>Christmas Break</b>		
Epiphany was on Sunday 7 <sup>th</sup> Jan: Sing a song about the kings; Look at a picture of the Kings Ask God to bless our journey into the new year	9/1/24	

Silence – light the candle, sit round, look at it and pray or simple ‘be’	16/1/24	●
Silence – light the candle, sit round, look at it and pray or simple ‘be’	23/1/24	●
Children choose and lead	30/1/24	●
Children choose and lead	6/2/24	●
Half-term Break		
Lent started 14 Feb: Ash Wednesday		●
Lent Week 1: World Day of Social Justice; CAFOD prayers – will be provided; Or Procession (stations of the cross)	20/2/24	●
Lent Week 2: Fairtrade fortnight; CAFOD prayers will be provided; Or Procession (stations of the cross)	27/2/24	●
Lent Week 3 Out loud or silently place stone in a bowl of water. (adult led) Sometimes we... Jesus we are sorry... Or link to world book day and have different bibles available... Repeat: Speak Lord, we are listening	5/3/24	●
Lent Week 4 Pass round a holding cross and pray quietly in your heart or simple pass it on. Jesus I am sorry for...	12/3/24	●
Lent Week 5 Go down into your heart room. Imagine meeting Jesus...	19/3/24	●
Lent Week 6 Wave palms or branches or cut out leaves and sing e.g. Hosanna	26/3/24	●
Easter Break		
Lectio Divina – reading the Holy Word. Read a sentence or 2 from the Easter Story. Ask children to think about it. How did they / characters feel? What do these few words mean? e.g. The disciples were afraid and hiding. Jesus stood amongst them. They were filled with joy. Jesus said, ‘peace be with you’.	9/4/24	white
Lectio Divina – reading the Holy Word. Read a sentence or 2 from the Easter Story. I am the good shepherd	16/4/24	white
Lectio Divina – reading the Holy Word. Read a sentence or 2 from the Easter Story. I am the good shepherd	23/4/24	white
Jesus said: Go and spread the good news	30/4/24	white
May: month of Our Lady		
Pray the Angelus and sing a hymn about Mary	7/5/24	white
Celebrate upcoming Pentecost Sunday Mantra: Get still and quiet and then repeat phrase slowly ‘Come Holy Spirit’ several times	14/5/24	●
Summer Half-term break		
Sing-Up – ask some children to choose favourite hymn and sing with gusto or gentleness!	4/6/24	●
Sing-Up – ask some children to choose favourite hymn and sing with gusto or gentleness!	11/6/24	●
World Refugees Day is on Thursday 20 <sup>th</sup> June Procession : refugee stations and prayers will be on yard	18/6/24	●





Celebration of the Word





## Monitoring Celebration of the Word

Observer:	Date:	Class:	Teacher:
Theme:			
<b>Planning, organisation and delivery prompts:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> standard of organisation</li> <li><input type="checkbox"/> order (Gather, Listen, Respond, Go Forth)</li> <li><input type="checkbox"/> attention to mood &amp; setting</li> <li><input type="checkbox"/> theme/message clear &amp; appropriate</li> <li><input type="checkbox"/> opportunities for pupils to lead &amp; participate</li> <li><input type="checkbox"/> opportunities for spiritual growth</li> <li><input type="checkbox"/> developing a sense of belonging</li> <li><input type="checkbox"/> quiet reflection</li> <li><input type="checkbox"/> spontaneous prayer / traditional prayer</li> <li><input type="checkbox"/> relationship</li> </ul>		<b>Evidence:</b>	
<b>Response prompts:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> participation in prayer</li> <li><input type="checkbox"/> respect</li> <li><input type="checkbox"/> awe and wonder</li> <li><input type="checkbox"/> interest &amp; concentration</li> <li><input type="checkbox"/> behaviour</li> </ul>			
Evaluation:			

Observer:

Teacher: