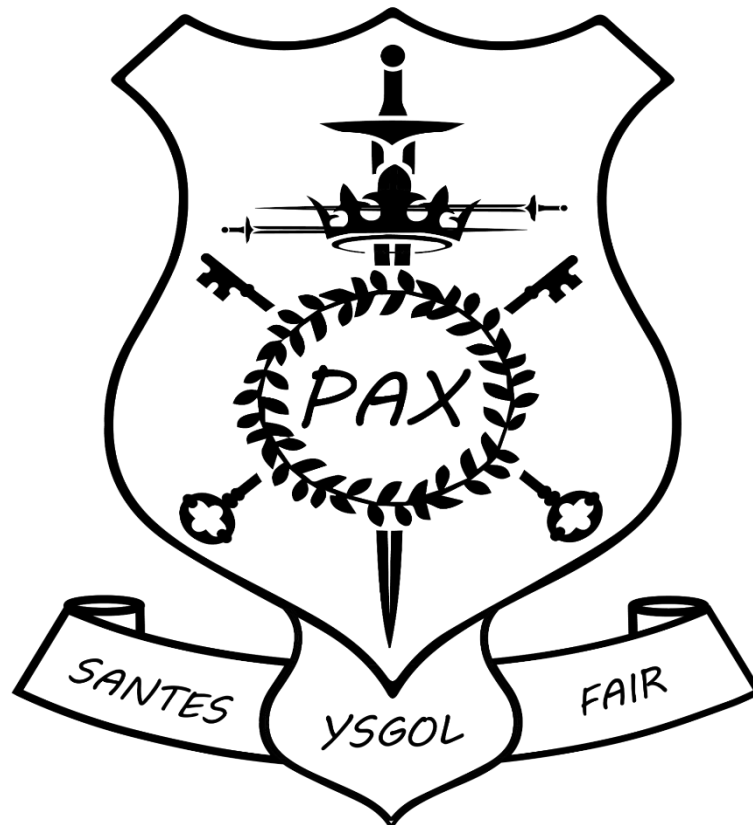


# St Mary's Catholic Primary School

## Ysgol Gatholig Santes Fair



### Prayer and Liturgy Policy

Review Date	Policy adopted by	Signed	Summary of Amendments
Summer 2025	Headteacher and Governing Body	<i>Rachel Azzopardi</i>	Prayer and Liturgy policy in line with PLD 2023.
Summer 2027			

# St Mary's Catholic Primary School

## Ysgol Gatholig Santes Fair

*As a Catholic Family,  
we will do our best to live and learn as  
Christ taught us.*



## **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 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 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
- 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**

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

*Definition of terms (Prayer and Liturgy Directory):*



**Prayer** has been traditionally described as ‘lifting up of the hearts and minds to God’, which means it involves our whole person – our head as well as our heart. This definition expresses a fundamental understanding that God is concerned and interested about what goes on in our lives; is due our expression of thanksgiving and gratitude; and responds to us when we express our needs. This basic dynamic of recognition, thanksgiving, and intercession forms the core of all Prayer and Liturgy.



**Celebrations of the word** - As the time allotted to prayer lengthens and the number of people involved grows, there is a corresponding need for more formal structures. The term ‘celebrations of the word’ is used in this Directory for celebrations which are created for the school community and not directly taken from the liturgical books of the Church. These celebrations will take many forms, but the common element is the proclamation of scripture. These include assemblies, carol services, and other gatherings of all or part of the school community for special times and occasions. They may draw upon elements of the liturgy, such as its texts, symbols, and gestures, which help to reinforce their Catholic nature, but the various elements may be used with greater creative freedom than in the liturgy itself.



**Liturgy** - The most familiar forms of the liturgy celebrated in school are the Mass and the Sacrament of Reconciliation. The liturgical books, such as the Roman Missal and the Lectionary, set out the structure to be followed, the words to be spoken, the gestures to be performed, and the symbols to be used when celebrating a liturgy. The possibility for some creativity and adaptation remains but they have to be exercised within the parameters authorised by the liturgical books.

#### Pattern of Daily Prayer at St Mary’s:

Monday	Tuesday	Wednesday	Thursday	Friday
Whole school Prayer & Liturgy	Phase Prayer & Liturgy Teacher Led	Child Led Prayer & Liturgy	Prayer & Praise	Celebration and Praise Assembly
Hall	Hall Classroom Chapel	Classroom Chapel	Hall	Hall
Daily Meditation				

Morning	Before Lunch	After Lunch	End of Day
Morning offering Traditional Prayer	Grace before Meals Angelus during Lent (older pupils)	Meditation	End of day prayer Examen

### Common Prayers Introduced Overview:

Age / Phase:	5-7	7-9	9-11
<b>Prayers Introduced:</b>	The Sign of the Cross in English and Welsh The Lord's Prayer Hail Mary Glory be Age appropriate morning and evening prayer Grace before meals	The Morning Offering Evening Prayer The Rosary The Creed/Apostles' Creed Grace before meals in Welsh An Act of Contrition Angel of God Come, Holy Spirit The Prayer of St Richard of Chichester Fatima Prayer The Eternal Rest	Evening prayer in Welsh The Magnificat Act of Faith Act of Hope Act of Love The Angelus Salve Regina

See Appendix

	Autumn Term	Spring Term	Summer Term
<b>Mass in School</b>	All Saints	Ascension of the Lord Distribution of Ashes	Saints Peter and Paul Leavers' Mass
<b>School Mass (St Mary's Church)</b>	Half termly		
			First Reconciliation First Holy Communion Corpus Christi
	Older classes walk to church for Mass on Friday mornings during Lent		
<b>Reconciliation</b>	Advent	Lent	

### Class Liturgies / Phase Reflections

	Autumn	Spring	Summer
<b>Class Liturgies</b>	Harvest (Y3) Remembrance (Y5/6)	Galilee → Jerusalem (Y4/5) Presentation of Our Lord (Y2)	Our Lady (Y4) Sacred Heart (Y6) Pentecost Thanksgiving (Y1)
<b>Phase Reflections</b>	Nativities / Advent	Holy Week	



# Annual Plan of Provision

<p><b>Liturgy   Celebration of Mass:</b></p> <p>5.10.25 – School Mass at St Mary’s Church  7.11.25 – Mass for Faithful Departed  30.11.25 – School Mass at St Mary’s Church  21.10.25 – Archdiocesan Annual Mass for School Staff  Spring 1 - School Mass at St Mary’s Church  Spring 2 - School Mass at St Mary’s Church  Summer 1 - School Mass at St Mary’s Church  29.6.26 – Feast of Sts Peter and Paul  July '26 - Leavers Mass</p> <p>Visits to weekday Mass in Church.</p> 	<p><b>Celebration of the Word</b>  <b>Season of Advent: 30.11.25 – 24.12.25</b></p> <p>Tree of Light Remembrance service (at St Mary’s Church) – Dec '25</p> <p>Festival of Carols (at St Mary’s Church) – 15.12.25</p> <p>Nativity Reflections – Dec '25</p> <p>Advent staff prayer – Angelus</p> 	<p><b>Celebration of the Word</b>  <b>Season of Lent and Easter: 18.2.26 – 2.4.26</b></p> <p>14.3.26 – CAFOD Lent Family Fast Day</p> <p>W/C 23.3.26 – Holy Week Reflections</p> <p>Lenten Staff Prayer – Stations of the cross reflections</p> 
<p><b>Celebrations of the Word</b></p> <p><b>Autumn term:</b> Remembrance, Reconciliation Service  Class Assemblies: Harvest (October), Remembrance (November).</p> <p><b>Spring term:</b> Ash Wednesday liturgy, St David’s Day, Holy Week Living Liturgies, Stations of the Cross  Class Assemblies: Galilee-Jerusalem (January), Presentation (February).</p> 	<p><b>2025</b> Liturgical year</p>  <p><b>2026</b></p>	<p><b>Celebrations of the Word</b></p> <p><b>Summer term:</b> May Procession  Class Assemblies: Our Lady (May), Sacred Heart (June), Thanksgiving (July).</p> <p><b>Half termly:</b> Pupil Profile Virtues, Catholic Social Teaching</p> 
<p><b>Other dates to note:</b></p> <p>11.1.26 – Baptism of the Lord  2.2.26 – Presentation of the Lord  18.2.26 – Ash Wednesday  1.3.26 – Feast of St David  29.3.26 – Palm Sunday  25.3.26 – Annunciation of the Lord  5.4.26 – Easter Sunday  14.5.26 – Ascension of the Lord</p>	<p><b>Other dates to note</b></p> <p>24.5.26 - Pentecost  31.5.26 - The Most Holy Trinity  7.6.26 - The Most Holy Body and Blood of Christ  12.6.26 - The Most Sacred Heart of Jesus  29.6.26 - Sts Peter and St Paul</p>	<p><b>Other dates to note:</b></p> <p>8.9.25 – Birthday of Our Lady  1.11.25 – All Saints  2.11.25 – All Souls  30.11.25 – First Sunday of Advent  1.1.26 – Solemnity of Mary, Mother of God  6.1.26 – Epiphany of the Lord  11.1.26 – Baptism of the Lord</p>

## 5. Pupil Led Liturgy

In order to fulfil the expectation that pupils plan and lead their own acts of liturgy in the classroom, we use the Archdiocesan support material, ‘Gweddiwn: Let Us Pray’ as well as the Prayer Toolkit. These resources provide children with appropriate tools and ideas for quality liturgy and also supports them in understanding the different aspects (Gather, Word, Response, Mission) that make up an act of liturgy.

The resources ensure that:

- pupils plan an appropriate ‘Gather’ linked to the theme and age appropriate;
- the Word links to meaningful themes based on either the ‘RED’, the Catholic Pupil Profile Virtues, Papal Encyclicals/Faith in Action/Catholic Social Teaching or Church’s Liturgical Year;
- pupils can select a form of prayer as well as an appropriate action;
- an appropriate pupil generated mission is drawn from the scripture/theme;
- a Welsh element is included.

The children’s age and ability will determine how much independence they have when planning, delivering and evaluating their own prayer and liturgy.

## 6. The Welsh Dimension

The Archdiocese have developed ‘Canllaw Addoliad i Ysgolion Catholig- A Worship Resource for Catholic Schools’ that is used to support teachers and pupils in their use of Welsh language during Prayer and Liturgy. The materials include incidental Welsh language and phrases, and prayers and songs that relate to specific themes and Church seasons.

## **7. Opportunities for Other Forms of Prayer and Devotion**

The Church has a long and varied tradition of devotions to Our Lord Jesus Christ, the Blessed Virgin Mary, and the Saints.

At St Mary's, these opportunities include:

- Advent – wreath / Reconciliation
- Christmas – travelling crib
- Epiphany chalking of the doors
- Stations of the Cross
- Easter garden
- May processions in honour of Our Lady
- Rosary/Corpus Christi procession
- Statues and icons
- Pilgrimage – Lenten walk

## **8. Prayer Areas**

In all classrooms and communal areas, including outdoors, and a School Chapel, there are prayer areas that help encourage moments of reflection, silence, and prayer for individuals and groups. Children, staff members and the wider school family are invited to use these areas during organised prayer and liturgy time but also spontaneously.

## **9. 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.

## **10. Equalities**

St Mary's is committed to equality and we do not discriminate, either directly or indirectly, against anyone on the grounds of their gender, race, colour, ethnic origin, religion, ability, disability or any aspect of their social/cultural background. Furthermore, we strive to be an anti-racist school. All the practices and procedures detailed in this policy are designed to be inclusive and we have considered equality implications as part of our obligations under the public sector equality duty when preparing it. Every effort is made to ensure that learning and teaching through prayer and liturgy is designed to provide equal entitlement for all children who attend St Mary's irrespective of ethnicity, faith, gender, age, disability and language. Sensitivity and fairness is emphasised during monitoring and assessment to take into account equality of opportunities.

## **11. 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.

## **12. 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.

## **13. Review**

This policy is monitored by the Head Teacher and RE Coordinator and is evaluated and reviewed by the whole school staff and governors every two years. However, this policy will be updated whenever necessary to reflect any change to guidance, new initiatives or new resources etc. in order to support the continued religious growth and spiritual development of our pupils.

## **Appendix**

### **Prayers and Responses**

#### *Sign of the Cross*

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

Yn enw'r Tad, A'r Mab, A'r Ysbryd Glan. Amen

#### *Morning Prayer*

O my God 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

#### *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 Lord.

Amen.

#### *Evening 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.

#### *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.

(Welsh) Henffych well, Fair, gyflawn o ras, y mae'r Arglwydd gyda thi.

Bendigedig wyt ti ymhlith merched, a bendigedig yw ffrwyth dy groth di, Iesu.

Sanctaidd Fair, Fam Duw, gweddïa drosom ni bechaduriaid, yr awr hon ac yn awr ein hangau.

Amen

### *Our Father*

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

### *Fatima Prayer*

O my Jesus, forgive us our sins, save us from the fires of hell, lead all souls to Heaven, especially those most in need of Thy mercy.

Amen.

### *Glory be to the Father*

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.

### *Eternal Rest*

Eternal rest grant unto them, O Lord.

And let perpetual light shine upon them.

May they rest in peace.

Amen.

### *Simple Act of Contrition*

O my God, I am sorry for all my sins, for not loving others and not loving you.

Help me to live like Jesus and not sin again.

Amen

### *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. Amen

### *Angel of God*

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

### *Come 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.

R. And you will renew the face of the earth.

Let us pray: O God, who by the light of the Holy Spirit, did instruct the hearts of your faithful, grant that by that same Holy Spirit, we may be truly wise, and ever rejoice in your consolation,

Through 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.

### *The Rosary*

For each mystery or decade, one Our Father, ten Hail Marys and the Glory be is recited.

#### **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.

Mary's song of praise was first sung to her cousin Elizabeth (Luke 1:46–55). It is sung daily at Evening Prayer.

### *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.

### *The Angelus*

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. 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.

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word. Hail Mary.

V. And the Word was made flesh.

R. And dwelt among us. Hail Mary.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray; Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

The Angelus is traditionally said three times a day: at 6am, 12 noon, and 6pm.

### *Apostles' Creed*

I believe in God,

the Father almighty Creator of heaven and earth,

and in Jesus Christ, his only Son, our Lord,

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.

### *Nicene Creed*

I believe in one God, the Father almighty,  
maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the only Begotten Son of God, born of the Father before all ages.

God from God, Light from Light, true God from true God, begotten, not made, consubstantial with  
the Father;

through him all things were made.

For us men and for our salvation he came down from heaven,  
and by the Holy Spirit was incarnate of the Virgin Mary, (all bow) and became man.

For our sake he was crucified under Pontius Pilate,

He suffered death and was buried;

and rose again on the third day in accordance with the scriptures;

He ascended into heaven and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead, and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life,

who proceeds from the Father and the Son,

who with the Father and the Son is adored and glorified, who has spoken through the Prophets.

I believe in one, Holy, Catholic and Apostolic Church.

I confess one Baptism for the forgiveness of sins And I look forward to the resurrection of the dead,  
and the life of the world to come.

Amen