



Mission Statement

Christ taught us to love one another.

As a school we follow his example, appreciating everyone as a unique gift from God.

We encourage each individual in the BEC Federation to achieve their true potential, giving them a firm foundation through love, learning and worship, to guide them on their journey through life.

Jesus said, "Love one another as I have loved you." (John 13: 34)

Prayer and Liturgy Policy

Policy Type	Policy Number	Prepared by (job title) and date
Non – Statutory	NS04	Executive Headteacher Autumn 2025
Approval Date	Review Frequency	Review Due Date
02.12.25	Annual	Autumn 2026
Signed on behalf of the Full Governing Body	<i>G.M.Kendrick</i> (Chair of Governors)	02.12.25



Our Lady Help of Christians Catholic Academy Trust

Providing an inspirational, outstanding Catholic education for
all the children and young people in our schools.

GOD SPEAKS GENTLY...

'God speaks very gently to children, often without words, the natural creation provides the vocabulary – leaves, clouds, flowing water, a shaft of light. It is the secret language, not to be found in books. One sees a child pause suddenly in the midst of some activity, brought to a silent contemplation of some natural object or living creation or picture. Here is the quality of looking and listening, which brings him close to God, invoking in one act both the concreteness, and the mystery of the world of things. The task of the religious teacher is to go beyond the admiration of the poet and the question of the philosopher as to the 'how' of things, and allow the child to find the bond linking him with the 'who' – God, the Creator.'

Cardinal Basil Hulme

Mission Statement

We Work, We Love, We Learn, We Pray, we spread the Gospel message every day.

Christ taught us to love one another.

As a school we follow his example, appreciating everyone as a unique gift from God.

We encourage each individual in BEC Federation to achieve their true potential, giving them a firm foundation through love, learning and worship, to guide them on their journey through life.

Jesus said, "Love one another as I have loved you." (John 13: 34)

The Nature of Prayer and Liturgy

We believe that Christian worship 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.' (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

The Aims of Prayer and Liturgy

We believe that Prayer and Liturgy in our school aims to provide opportunity for all pupils and staff:

- To worship God
- To consider spiritual and moral issues and explore their own beliefs
- To encourage participation and response, whether through active involvement in the presentation of worship or through
- listening and joining in the worship offered
- to develop their understanding of Catholic Social Teaching
- To develop community spirit, promote a common ethos and shared values, and reinforce positive attitudes
- To respond to and celebrate life
- To experience a sense of belonging

Blessed Edward Campion Federation

- To enrich religious experience
- To grow in liturgical understanding and development
- To reinforce prayers which are part of the Catholic tradition
- To take time out 'to wonder at', 'to come to terms with' and 'to give worth to.'

Legal Requirements

The law requires all maintained Catholic schools to provide an act of daily collective worship (prayer and liturgy) for all pupils, including those in the sixth form (Section 70, 1988 Education Act) that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20; Instrument of Government, clause 2). Academies in England are required by their funding agreement and Articles of Association to comply with similar requirements (The Mainstream Academy and Free School: Supplemental Funding Agreement, December 2020; Model Articles for Catholic Academies, February 2019).

The law requires all maintained schools to recognise and respect that parents have the legal right to withdraw their children up to the age of 16 from prayer and liturgy (School Standards and Framework Act 1998, s.71(1A)). Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)).

The school's provision for prayer and liturgy will fulfil pupils' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar. Prayer and liturgy are not designated curriculum time. In the context of the Catholic school, this means that times of prayer and liturgy are not considered to be part of the allocation of curriculum time for Religious Education.

Appendix 4

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) Executive Headteacher

The Executive 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

Blessed Edward Campion Federation

- 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.

The Place of Prayer and Liturgy in the Life of our School

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;
- Those from other faith backgrounds or no faith background.

It will be a positive experience to which all can contribute and from which all can gain.

Prayer and Liturgy in this school is more than just a legal requirement. It is an integral part of school life and central to the Catholic tradition.

Principles

Prayer and Liturgy in this school will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Develop in children's skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way;

Blessed Edward Campion Federation

- Give children positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church. In order to do this, celebrations will:
 - be appropriate to help to personalise the experience;
 - thought through carefully and appropriately paced;
 - be simple, including a range of experiences offered in a variety of groupings and in a variety of settings.

Prayer and Liturgy in our school will be:

- properly prepared using the Celebration of the Word template provided by the Head of School - Appendix 1 and following the Liturgical Prayer Structure Appendix 2
- adequately resourced
- monitored by the Senior Leadership Team

Overview and Organisation of Prayer and Liturgy

Type	Involves	Frequency	Location	Led by
Celebrations of the Word – Assemblies referencing the Gospel and Liturgical themes	All classes	Monday – St Patrick's Tuesday – SCCPS and N	Hall	Executive Head Teacher
Morning Prayer	All classes	Daily 9:00am	In class	Teacher
Grace before meals	All classes	Before Lunch	In class	Teacher
Afternoon Prayer	All classes	End of the day	In class	Teacher
Celebrations of the Word – Class	All classes	Thursday – SCCPS and N Wednesday – St Patrick's This can take place at different times during the week.	In class / prayer garden	Children / Teacher
Weekly Friday Celebration of the Word	All classes	Friday - 10:20am	Hall	Head of School
Mass	Rec - 6	Timetabled throughout the year	Hall	Parish Priest
Celebration of Liturgy	Y2-6	Timetabled throughout the year	Hall	SLT, chair of Governors, Parish Priest
Stations of the Cross	KS 2	Annually Lent Towards Holy Week	Hall	Executive Head Teacher

Blessed Edward Campion Federation

Prayer and Liturgy themes

Term	Virtues	Special Dedications / Wider Themes St Patrick's only SCCPS only
Autumn 1	Respect – Sept (start of the year) Faith – Oct	Start of the School Year Mass Harvest October Month of Mary Black History Month
Autumn 2	Faith – Nov (Remembrance) Hope – Dec (Advent)	Remembrance Children in Need Advent Parishioners' Tea Party Christmas Performances
Spring 1	Hope – Jan (Epiphany) Charity – Feb (Lent)	Epiphany Ash Wednesday
Spring 2	Charity – March (Lent)	Lent – CAFOD Stations of the Cross St Patrick's day Easter Performances
Summer 1	Courage – May Justice – June	May Month of Mary Mass for Ascension
Summer 2	Justice – June July – Humility (transition)	End of Year Mass Leavers' Mass

Celebration of the Word is held on Monday (St Patrick's) and Tuesday (SCCPS and N), led by the Executive Headteacher or Head of School. Children listen to the week's Gospel reading and reflect upon it.

Prayer and Liturgy takes place daily at BEC Federation in a variety of forms which includes a Celebration of the Word assembly on Monday or Tuesday morning each week led by the Executive Headteacher or Head of School, hymn practice which is linked to the liturgical calendar and understanding of the gospel, and class Celebration of the Word (which may be planned and led by the children or an adult and which may include a Bible teaching, a song of praise, liturgical and common prayer, and some form of instruction). In addition, there are daily prayers in the morning, lunchtime and at the end of each day (Appendix 5) and both staff and children are encouraged to pray spontaneously.

The Planning, Content and Delivery of Prayer and Liturgy

Prayer and Liturgy is planned:

Blessed Edward Campion Federation

- following a structure with reference to the Church's seasons, The Way, The Truth and the Life, The Vine and The Branch significant dates and the curriculum. Scripture will be the focus in most acts of worship
- with flexibility to respond to changing situations within the school and the wider community
- to develop skills in pupils that enable them to prepare, organise and lead worship

Recording of Prayer and Liturgy

Prayer and Liturgy is recorded:

- in a Celebration of the Word class book containing a planning proforma (Appendix 1) themes, leaders, pupil groupings and resources.
- through displays, collections of pupils' contributions, prayers, reflections, photographs, videos etc.

Monitoring and Evaluation

At least once a year the school's provision of Celebration of the Word will be evaluated to consider whether it meets the needs of all pupils and whether pupils are making progress in acquiring skills and abilities in organising and leading Celebration of the Word.

Resources

Resources available in central store include:

- Posters
- Candles
- CAFOD materials
- Bibles
- Collection of RE reference books on a variety of topics
- Artifacts

Eucharist

Mass is an integral part of worship at the BEC Federation and takes place in school at least once a term. Eucharistic celebrations in school will highlight a special occasion and will normally be celebrated with all children. The same general principles will apply to planning a Eucharistic celebration as other acts of school worship, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to the '**Directory for Masses with Children**' as a basis for our practice. Parishioners whenever possible are invited to attend a school Mass.

Co-ordinator of Prayer and Liturgy

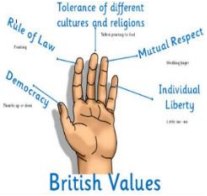
The RE Co-ordinator leads all areas of R.E. including Prayer and Liturgy. They will work in partnership with the Parish Priest and the Executive Headteacher or Head of School to make sure that all Prayer and Liturgy is both Catholic in organisation and content. They inform and enable all members of staff and the children to fully engage in following the Catholic faith. The Co-ordinator works with the RE and Ethos Committee regularly to discuss aspects of Prayer and Liturgy at the school.

(This role is further discussed in Appendix 3)

Appendix 1

Celebration of the Word Planner

Date: Week beginning

CST themes: 	British Values: 	Virtues: 
---	---	--

Music –

1. Gather – :
2. Word –
3. Response to the Word –
4. Go Forth – Please go home and tell your family all that they have heard and thought about today.
Evaluation

Blessed Edward Campion Federation

Appendix 2

Celebration of the Word Structure

Gather We come together as part of God's family. How will you bring everyone together and get them ready to focus on your Celebration of the Word (collective worship)?	
Pass around a natural object and reflect ON God's creation	
Hold hands in a circle to remind us that we are all part of God's family	
Light a candle and think about God's light leading the way	
Each choose a name from the prayer pot and say a silent prayer for that member of your class	
Build a prayer table and think about what each object can symbolise for you.	
Focus on the cross in the classroom and think about Jesus' sacrifice.	
Say Our Father together and think about what it means.	
Dip a natural object in water and think about how we can help keep God's creation clean.	
Create your own gather as leaders	
Create your own gather as a class	

Word We listen to God's message for us. Which reading, video or image will you focus on?

Response We respond to the word of God. What does the word mean? What activity can we do to help us reflect on this word?	
Write a personal prayer inside a symbol that represents the message today	
Ask forgiveness from God in a silent prayer then dip your finger in water and make the sign of the cross to symbolise cleansing sins.	
Choose a class prayer to say together	
Choose a hymn to sing together	
Choose a class prayer to say to yourself	

Blessed Edward Campion Federation

Make the sign of peace with the people sitting near you.	
Draw an image of yourself doing something inspired by the word.	
Write a communal prayer as a class.	
Listen to a popular song and reflect on how it could be used to teach God's message	
Create a response as leaders	
Create a response as a class.	

Go Forth - Mission We share the Good News. What can we do through the week to share the word with others?	
Shake hands with someone that you haven't spoken to today.	
Make a silent promise during the day to help you follow the message of Jesus.	
Thank someone for how they make your life better	
If you see someone looking upset, ask them how you can help.	
Complement a member of your class on their gifts or talents.	
Share with a member of a different class what you have learnt in collective worship today.	
Tell a member of your family that you love and appreciate them.	
Show someone that you have forgiven them through your actions.	
Ask someone to join your game at break or lunch.	
Use your talents to inspire someone this week.	
Support a charity.	
Raise awareness about an issue in the world.	
Challenge yourself to do extra in your learning.	

Appendix 3

The Role of the RE Co-ordinator for Prayer and Liturgy

- Formulating a written policy for Prayer and Liturgy
- Ensuring that there is a development plan for Prayer and Liturgy which may at times form part of the School Development Plan
- Ensuring that Prayer and Liturgy is appropriate to the age, aptitudes and family 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'
- Assisting the governors to carry out their legal responsibilities with regard to Prayer and Liturgy

Planning, recording, monitoring and evaluating

- Maintaining and developing effective procedures and documentation
- Ensuring Acts of Prayer and Liturgy are taking place through monitoring of planning and timetabling
- Undertaking learning walks with the Governing Body involvement to observe Acts of Prayer and Liturgy

Communication

- Communicating to members of the school community the significance and content of Acts of Prayer and Liturgy
- Reporting to and consulting with the governors and Executive 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 Parish Priest
- Liaison with Diocesan representatives

Professional development / Ongoing formation

- Leading and organising in-service training and ongoing formation for Prayer and Liturgy
- Attending appropriate in-service Diocesan courses and reporting back
- 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

Appendix 4

Legal Requirements

We acknowledge the legal requirement that there must be a daily act of worship 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.) 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. As a rule, acts of worship will take place on the school premises. However, the governing body has the discretion to allow acts of worship to be held elsewhere. In this school, responsibility for arranging Prayer and Liturgy rests with the Governing Body after consultation with the Executive Headteacher.

Parents have a right to withdraw their child from Prayer and Liturgy. 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. However, we would like to emphasise that Acts of Prayer and Liturgy at the BEC Federation will always aim to be a positive experience from which all children can benefit.

Appendix 5

Prayers used at the school

The Sign of the Cross (Nursery – Y6)

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

Morning Prayer (Nursery-Y6)

Father in heaven, you love me,
You are 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

Home-time prayer (Nursery-Y1)

Hands together softly so, little eyes shut tight
Father just before we go, hear our prayers tonight
We are all God's children here, this is what we pray
Keep us when the dark is here and through every day.

Home-time prayer (Y2-Y6)

God our Father, I've 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

Grace before meals (Nursery-Y6)

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.

Hail Mary (R-Y6)

Hail Mary, full of grace
The Lord is with thee.
Blessed art thou amongst 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.

Our Father (R-Y6)

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 Glory Be (R-Y6)

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 (R-Y6)

Eternal rest, give unto him/her O Lord,
And let perpetual light shine upon him/her.
May he/she rest in peace. Amen

Lower Key Stage 2

The Apostles' Creed (Mass)

I believe in God,
the Father almighty
Creator of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
(at the words that follow, up to and including the Virgin Mary, all bow.)
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

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.

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.
Response: And kindle in them the fire of your love.

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

Response: 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

Upper Key Stage 2

Morning Offering

O Jesus,
through the most pure heart of Mary,
I offer you all my prayers,
thoughts, works and sufferings of this day
for all the intentions of your most Sacred heart

The Rosary (October / May)

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.