Our Lady of Fatima Catholic Multi Academy Trust

Prayer and Liturgy Policy
Autumn 2026

St Alban's Catholic Academy
First Avenue • Harlow • Essex • CM20 2NP
Tel: 01279 425383
Email: adminstalbans@ourladyoffatimatrust.essex.sch.uk

St John Fisher Catholic Academy
Burney Drive • Loughton • Essex • IG10 2DY
Tel: 0208 508 6315
Email: adminsjf@ourladyoffatimatrust.essex.sch.uk

St Luke's Catholic Academy
Pyenest Road • Harlow • Essex • CM19 4LU
Tel: 01279 423499
Email: adminstlukes@ourladyoffatimatrust.essex.sch.uk

The Prayer and liturgy lead in each school are:

- St Alban's Mrs Black – Head of School
- St Luke's Mrs Kendal – Head of School
- St John Fisher- Mrs O'Regan – Inclusion Lead

> *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.*
>
> Brentwood Diocese Education Service guidance on Prayer and Liturgy

At Our Lady of Fatima Catholic Multi Academy Trust, school prayer, worship and liturgical celebrations are central to the life of our school and our Catholic nature. These allow our pupils and staff to come together to worship God. We respect the diversity of belief in the world and are committed to the teaching of other faiths; we are dedicated to creating a school which is Christ-centred in character. We encourage the children to experience worship and liturgical celebrations in a relevant and meaningful manner. Our prayer and liturgy takes account of the religious and educational needs of all who share it.

Within our school, prayer and liturgy is far more than a requirement. It is an essential part of our distinctive ethos; a way of celebrating our faith and deepening our relationship with God through prayer, reflection, praise and celebration. Our staff ensure that children are provided with opportunities to develop their spirituality and a close relationship with God through acts of worship. In developing a deep sense of spirituality, our children are prepared to live out their lives in accordance with their vocation.

> *'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.)*

<u>Statement of Legal Requirement</u>

Within maintained schools and academies, there is a legal requirement for an act of collective worship to take place daily. Those responsible for the governance of schools with a religious character are legally required to ensure that collective worship is provided and is in accordance with the trust deed or religious designation of the school. In Catholic maintained schools and academies, this daily requirement will be fulfilled variedly as described in this Directory. In schools where this legal requirement holds, parents can choose to withdraw their children up to Year 11. Sixth-form pupils can themselves choose to withdraw. Within our Catholic schools prayer

and liturgy are integral to the spiritual life of the school and to pupils' moral and spiritual development. Taking part in daily prayer and liturgy helps build community cohesion by creating a consistent structure around the core values and symbols of Christianity. Prayer and liturgy are, therefore, an important part of a Catholic school's distinctive character. They are integral to the Catholic identity and life of the school, and they would take place in all Catholic schools, whether or not schools were required by statute to provide collective worship. Notably, too, pupil participation and engagement in prayer and liturgy are crucially important criteria in the inspection of Catholic education. Therefore, we have replaced the term 'collective worship' with the phrase 'prayer and liturgy', which more fittingly describes its role in a Catholic school. The Bishop entrusts his responsibility for prayer and liturgy to the Trustees, Governors and school leadership. It is their responsibility to ensure that 'prayer and liturgy' is in accordance with the rites, practices, discipline, and liturgical norms of the Catholic Church.

Responsibility

(a) Governance

The Trustees and 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) Head of School

The Head of School, as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the leader(s) for prayer and liturgy
- those responsible for prayer and liturgy in the school have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the school.

(c) Prayer and Liturgy Coordinator

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an ***Annual Plan of Provision (appendix 1-3)*** 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 progression 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 head of school and trustees 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.

Overview of prayer and liturgy provision

The overview of provision outlines when prayer and liturgy take place, and the daily and weekly pattern of prayer and liturgy offered in each school. It includes when Mass is celebrated across the year, when there are opportunities for the Sacrament of Reconciliation, and when there are special liturgies.

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.

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.

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.

Review

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

Overview of Prayer and Liturgy Provision: **St Alban's**				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Morning Prayer in Class yN to Yr 6	Morning Prayer in Class yN to Yr 6	Morning Prayer in Class yN to Yr 6	Morning Prayer in Class yN to Yr 6	Morning Prayer in Class yN to Yr 6
Gospel Assembly Celebration of the Word Whole School Led by HoS and sometimes Chaplaincy Team Focus: Sunday's Gospel	Key stage Assemblies	Praise Assembly Whole School Hymns based on the Liturgical Year	Pupil Collaboratively prepared Celebration of the Word In class prayer focus – floor book or Celebration of the Word book	Celebration Assembly Or Class Assembly Whole School School Values and CST
In class prayer focus - individual reflections may take place at any time in student's own prayer book				
Grace before meals Rec to Yr 6	Grace before meals Rec to Yr 6	Grace before meals Rec to Yr 6	Grace before meals Rec to Yr 6	Grace before meals Rec to Yr 6
Grace after meals Rec to Yr 6	Grace after meals Rec to Yr 6	Grace after meals Rec to Yr 6	Grace after meals Rec to Yr 6	Grace after meals Rec to Yr 6
End of Day Prayer yN to Yr 6	End of Day Prayer yN to Yr 6	End of Day Prayer yN to Yr 6	End of Day Prayer yN to Yr 6	End of Day Prayer yN to Yr 6

Appendix 2 – St Alban's Catholic Academy

Provision of Special Celebrations at St Alban's									
	Nursery	REC	YR1	YR2	YR3	YR4	YR5	YR6	Parents

Whole School October Rosary									Invited
EYFS Nativity			watch	watch					EYFS
KS1 Nativity	watch	watch			watch	watch	watch	watch	Y1&2
KS2 Carol Concert									Y3-6
Whole School Stations of the Cross									
LKS2 Easter Production		watch	watch	watch			watch	watch	Y3&4
Whole School Crowning of Mary									
May Rosary									Invited

Provision of Masses and Reconciliation at St Alban's								
	REC	YR1	YR2	YR3	YR4	YR5	YR6	Parents
Whole School start of the Year Mass Sept – Parents invited								
All Saints 1st Nov with Parish and Parents								
Advent Reconciliation Nov								
Advent Mass/Service								
Start of the New Year Mass/ Epiphany with Parish and parents								
Ash Wednesday Mass with Parish and parents								
Lenten Reconciliation								
St Alban's Feast Day & Going Forth Mass June - Parents Invited								
St Peter and Paul June with Parish and parents								
Leavers Mass July led by Yr 6 Parents Invited								

Class Masses and Prayer Services 1 per term, parents invited								

Children should be exposed to and begin to know by heart the following prayers

	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Sign of the Cross							
Hail Mary							
Our Father							
Morning Prayer							
Prayer Before Lunch							
Prayer After Lunch							
Evening Prayer							
Prayer for Peace							
Glory be							
Prayer to my Guardian Angel							
Act of Contrition							
Eternal Rest							
The Confiteor							
Come Holy Spirit							
The Rosary							
Stations of the Cross							
Prayer of St Richard							
School Prayer							
The Angelus							
The Memorare							
The Gloria							
Hail Holy Queen							
Serenity Prayer							
Prayer to the Holy Spirit							
Apostles Creed							
Morning Offering							
The Magnificat							