

Our Lady of Victories Primary School



Prayer and Liturgy Policy

Date policy adopted: Autumn 2025
Date policy to be reviewed: Autumn 2027

**Led by Christ, we learn and grow
together in God's family**

Prayer and Liturgy Policy

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 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.

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) Executive Head Teacher/Head of School

The Head Teacher / 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 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

Prayer

Morning and afternoon sessions begin and end with class prayer. The children also say Grace before meals. All classes recite common school prayers (a copy of which is in every classroom) and follow the age appropriate phase as laid out in the Diocesan Prayer and Liturgy Directory, "To Love You more dearly". Children are also encouraged to lead using their own prayer or a variation of the prayer when appropriate.

During the months of October and May the school honour's Our Lady by inviting KS2 children to recite a decade of the Rosary with the HOS and/or our parish priest. These are led by the Chaplaincy Team. KS2 replace their morning prayer and their end of day prayer by reciting The Angelus and/or Salve Regina. KS1 recite The Glory Be to start the day and 3 Hail Mary's as their afternoon prayer.

All staff meetings begin with prayer, with all members of staff having the opportunity to lead the prayer. These include meditation and contemplation prayers as well as using the common prayers of the Church. This gives spiritual enrichment to staff and an opportunity to reflect on their own relationship with God. This makes them better role models in leading prayer.

All Governor Meetings begin with prayer to allow them to focus on their own relationship with God and to allow them to reflect on their purpose and mission as governors: to lead the school according to God's plan and to act as role models for the faith.

All Assemblies start with prayer. This is usually led by the Executive Head/ Head of School or a member of the SLT. This allows a variety of different staff to take ownership of the prayer experience and to act as a role model in strengthening the faith of the school and deepening the sense of community.

Celebration of the Word

Celebrations of the Word take place regularly in school with children participating in these both at whole school and class level.

- Gospel assemblies take place on Mondays, focusing on the Gospel reading of the week. These are led by the Head of School or senior leaders, supported by the pupil chaplains.
- There are three class-led assemblies each year, one per term. Each class assembly includes a prayer focus. Year 4 also present the Passion Play to the whole school and to their parents at the end of Lent to contemplate the passion and resurrection of our Lord.
- Celebrations of the word are held to mark important moments in the Church's year.
- Once a week there is a child-led whole class collective worship service. Children themselves take the lead in planning and delivering this short service which has the Word at its centre.

School Liturgies and Services

(Refer also to the plan for Provision and Liturgy at the end of this policy)

School Masses and Liturgies are usually held monthly and celebrated by Father Nigel Woollen, our parish priest. The themes for these Masses reflect the Liturgical Year as well as special events in the school calendar such as a Mass in honour of the feast day of Our Lady (Refer to the Plan of Provision for Prayer and Liturgy). Masses are held to mark all Holy Days of Obligation that occur during the school term. The children, under the supervision of the REC, prepare hymns, bidding prayers and the offertory procession for all whole school Masses and Liturgies. Children also support Fr Peter as altar servers during School masses.

During Lent all children celebrate an individual class or phase mass. Children read the

readings of the day and write their own bidding prayers.

Children and families are invited to participate in monthly family Masses at our parish of Our Lady of Victories.

In addition to the above School Masses children also experience other forms of worship such as a Remembrance service, Carol Concert and Advent Service to prepare for Christmas, Ash Wednesday Service/Mass to begin Lent and a Stations of the Cross presentation to end Lent.

Where possible, the school joins together with other schools in the Dioceses at Westminster Cathedral for The Christmas Carol Concert and The Good Shepherd Mass. Sharing these Liturgies helps the children to feel part of a wider Catholic family.

Sacraments

The sacrament of Reconciliation is offered to all children in Years 4-6 who have received the sacrament of the Eucharist during Advent and Lent.

Content of Prayer and Liturgy

Themes for masses and liturgies are decided upon by the Head of School and the Parish Priest. The Parish Priest and Head of School help and guide class teachers in the planning and organising of masses and liturgies.

Themes for whole school assemblies often follow the liturgical pattern, feasts and festivals of the Church's calendar.

Religious themes or stories for key stage assemblies are selected by the SLT / Teacher leading it. They are mostly linked to Sunday Gospel stories / Bible passages / current RE topics.

Half-termly assemblies take place related to a Catholic Social Teaching theme (based on the Caritas 'Rooted in Love' programme). These assemblies always incorporate prayer and reflection.

The class assemblies are an opportunity to share the work done by the class in all subjects of the curriculum. Children are involved in the planning and preparation of these acts of worship. Parents are invited to join in class assemblies. These assemblies always incorporate prayer (sometimes in some of the children's home languages).

5. Multiculturalism and other faiths

At least two weeks a year are dedicated to teaching the children about other world faiths.

According to the annual plan structured in the RED, some year groups will learn about Judaism, and others will learn about Islam, Hinduism or Sikhism.

A variety of multicultural material, including books and resources about other faiths, is available for use throughout the year. Trips to places of worship, such as Mosques, Synagogues, Gurdwaras and Temples are organised for the children. Children are encouraged to experience how members of other world religions pray.

6. 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 are furnished and maintained as such, and updated to reflect the Church's liturgical season.

Each class has a prayer table which is used as a focus for daily prayer. The colour of the prayer table alternates depending on the Liturgical Calendar. Icons and candles are displayed on the prayer table. Each class has a book of prayers to use during the year.

7. Training and Formation

All new staff are 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 that are identified will be addressed through training and formation. There are also opportunities for whole-staff professional development during the year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required. These take place during whole school inset days and weekly staff curriculum professional development.

8. Monitoring and evaluation

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

Monitoring of Prayer and Liturgy is carried out primarily by the Head of School (Catholic Life Lead). This may take various forms:

- observe key stage assemblies
- monitor child planned/led acts of worship in the classroom
- observe whole school assemblies
- observe children's attentiveness and levels of interest
- discuss assemblies with children to gain pupil feedback
- listen to comments from parents, visitors and governors and priests and responses from questionnaires
- consider the extent of the influence of the assembly upon pupils' attitudes and behaviour throughout the school day.

9. Review

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

Our Lady of Victories Catholic Primary School

Plan of Provision for Prayer and Liturgy - 2025-26

	September	October	November	December	January	February	March	April	May	June	July
	Ordinary Time			Advent	Christmas	Ordinary Time	Lent	Easter	Ordinary Time		
	Creation	Rosary	Holy Souls		Holy Name Jesus	Holy Family		Holy Spirit	Mary	Sacred Heart	
	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer	Morning Prayer
	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals	Grace before Meals
Prayer	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals	Grace Aft Meals
	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day
	Staff Prayer	KS2 Salve Regina	B4 Staff Meeting	B4 Staff Meetings	B4 Staff Meeting	B4 Staff Meeting	B4 Staff Meeting	B4 Staff Meeting	KS2 The Angelus	B4 Staff Meeting	B5 Staff Meeting
	B4 Gov Meetings	KS1 Glory be KS1 3x H Marys B4 Staff Meetings B4 Gov Meetings	Eternal Rest	B4 Gov Meetings	B4 Gov Meetings		B4 Gov Meetings		KS2 Salve Regina KS1 Glory be KS1 3x H Marys B4 Staff Meeting KS2 Rosary B4 Gov Meetings		B4 Gov Meetings
Celebration of the Word	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly	Gospel Assembly
	Class led Assem	Class led Assem	Class led Assem	Advent Service	Class led Assem	Class led Assem	Class led Assem	Class led Assem	Passion Play		Class CW
	Class CW	Class CW	Class CW	Carol Service Class CW Nativity	Class led Assem	Class CW	Class CW	Class CW	Class CW	Class led Assem	Class led Assem
								Stations of the X			
Liturgy & Services		Mass for our Lady/Rosary	All Saints Remembrance	CCS Westminster Advent Service	New Cal Yr Epiphany	Ash Wednesday Class CW	Reconciliation KS2 Class CW	Class CW	Ascension Yr3 1st Holy	Class CW	Yr 6 Leavers Thanksgiving
	New Acadmic Yr Class CW	Service Class CW	Service Class CW	Class CW Reconciliation KS2	Class CW		Lenten Masses		Class CW OLOV Feast Day Pentecost		Class CW
Other Opps for P & L	Chaplaincy Meet	St Francis Feast	St Cecilia Feast	Advent Wreath	Chaplaincy Meet	Chaplaincy Meet	St Joseph Feast	St Bernadette F	Chaplaincy Meet	Chaplaincy Meet	Chaplaincy Meet
	Singing Assembly	Chaplaincy Meet	Holy Souls Book	Chaplaincy Meet	Singing Assembly	Singing Assembly	Lent Promise Tree	Chaplaincy Meet	Singing Assembly	Singing Assembly	Singing Assembly
		Singing Assembly	Chaplaincy Meet	Singing Assembly			Chaplaincy Meet	St George Feast			St Anne
			Singing Assembly St Elizabeth	St John			St Patrick Feast Singing Assembly	Singing Assembly			

The Feast of SS Peter and Paul will be celebrated on 28th June which is a Sunday