

DRAFT

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE

Prayer and Liturgy Policy



This prayer and liturgy policy has been approved and adopted by the governing body on September 2026 and will be reviewed on September 2029.

Signed by the Chair of Governors

Signed by the Headteacher

In faith and love, we learn and grow.

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) 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 Education Service and others is maintained to ensure they keep updated with best practice.

4. Overview of prayer and liturgy provision

Opportunities for Prayer and Liturgy are planned across the liturgical year and include daily prayer, weekly Celebration of the Word, sacramental celebrations, devotional practices, age and formation appropriate pupil-led worship and opportunities for families and parishioners to participate in the prayer life of the school.



St Hugh of Lincoln Catholic Primary School
Prayer and Liturgy Provision

Daily	Morning Prayer, School Prayer, Lunchtime Prayer and End of Day Prayer.
Weekly	Whole School Celebration of the Word, Praise and Worship, KS1 Class Celebration of the Word, KS2 Class Celebration of the Word, Pupil-led Prayer and Liturgy, Staff Briefing Prayer and Prayer before Meetings
Other Opportunities	Masses throughout the school year, Reconciliation Services, Advent and Lent Liturgies, Ash Wednesday Service, Holy Week and Easter Celebrations, October and May Rosary, Stations of the Cross, Feast Day Celebrations including St Hugh of Lincoln, Prayer Space, Prayer Garden, Reception Travelling Crib, Family and Parish Worship Opportunities and Remembrance Liturgies. 

5. Our school context

At St Hugh of Lincoln, Prayer and Liturgy are central to the life and mission of our school. Through prayer, worship and liturgical celebration, we seek to deepen our relationship with God, nurture the spiritual development of all members of our community and proclaim the Gospel values that underpin our Catholic identity. In accordance with the Prayer and Liturgy Directory, *To Love You More Deeply*, Prayer and Liturgy form an integral part of the daily life of the school and provide opportunities for all to encounter Christ through prayer, reflection, scripture and sacramental celebration.

Recognising that our school community includes children and families from a range of faith backgrounds, all Prayer and Liturgy is invitational, respectful and inclusive whilst remaining authentically Catholic in character. Participation is encouraged in ways that are appropriate to each individual's beliefs and understanding.

Class Prayer

Prayer is embedded throughout the school day. Children are taught that prayer may be formal or informal and provides an opportunity to speak, listen and respond to God.

All classes participate in prayer at key points during the day:

- At the beginning of the school day
- Before lunch
- After lunch
- At the end of the school day

In addition, classes engage regularly in scripture-based prayer, quiet reflection, spontaneous prayer, meditation, devotional prayer and seasonal liturgies. Children are taught to make the Sign of the Cross and learn by heart:

- The Sign of the Cross
- The Lord's Prayer
- The Hail Mary
- The Glory Be
- The School Prayer

Children are also encouraged to learn Mass responses and to participate in devotional practices, including praying the Rosary.

Staff are supported through the use of diocesan resources, scripture materials, liturgical planning resources, the Prayer and Liturgy Directory, Catholic Education Service guidance and other approved resources that support meaningful and age-appropriate prayer experiences.

Celebration of the Word

Celebration of the Word takes place regularly within classrooms, phase groups and whole-school gatherings. These celebrations follow the structure encouraged within the Prayer and Liturgy Directory and include opportunities to:

- Gather together as a community
- Listen to God's Word
- Reflect and respond
- Pray together
- Go forth to live out the Gospel message

The Word of God is treated with reverence and respect. When scripture is proclaimed, children are taught appropriate gestures and postures, including making the Sign of the Cross and responding respectfully during prayer and reflection. Prayer focal points and sacred spaces help create an atmosphere that supports contemplation, participation and encounter with God.

Mass

The celebration of Mass is the highest form of worship within the Catholic Church and occupies a central place within the liturgical life of St Hugh of Lincoln. School Masses are celebrated throughout the year, including at significant points in the liturgical calendar, Holy Days of Obligation, feast days and other important occasions.

The Parish Priest works closely with the school in planning and celebrating Mass. Pupils are encouraged to participate fully through roles such as:

- Readers
- Prayer leaders
- Altar servers, where appropriate
- Members of the choir or music group
- Offertory processions
- Welcoming

Staff support children in preparing for and participating in these celebrations, ensuring that liturgies are accessible, prayerful and meaningful.

Parents, carers, governors, parishioners and members of the wider community are invited to join school Masses whenever possible, strengthening the partnership between school, parish and home.

Children who have made their First Holy Communion may receive Holy Communion. Those who have not yet received the sacrament, or who do not wish to receive Communion, are invited to come forward respectfully for a blessing. The school follows diocesan and parish guidance regarding the distribution and reception of Holy Communion.

Other Sacraments and Liturgies

Throughout the liturgical year, children participate in a variety of liturgical celebrations which help them experience the richness of the Church's prayer tradition.

These may include:

- Reconciliation services, particularly during Advent and Lent
- Ash Wednesday liturgies
- Advent services
- Lenten liturgies
- Stations of the Cross
- Holy Week reflections
- Marian celebrations, including the Rosary
- Feast day celebrations
- Remembrance services
- Prayer services linked to significant events within the school and wider community

Where appropriate, families, governors, clergy, parishioners and members of the wider community are invited to join these celebrations.

Music in Prayer and Liturgy

In accordance with Section 6.2 of the Prayer and Liturgy Directory, music plays an important role in enriching and supporting prayer and worship. Music is carefully selected to match the liturgical season, theme, age of participants and nature of the celebration.

Music used within Prayer and Liturgy should:

- Support active participation
- Enhance prayerfulness and reflection
- Reflect the liturgical season and sacred nature of the celebration
- Enable children to express faith through song
- Foster a sense of community and shared worship

A variety of hymns, psalms, sung responses and reflective music may be used within Masses, Celebration of the Word and other liturgical celebrations. Opportunities are provided for children to develop confidence and reverence through singing and musical leadership.

Expectations for Prayer and Liturgy

All Prayer and Liturgy at St Hugh of Lincoln will:

- Give glory and honour to God.
- Be a high-quality experience that is fundamental to the life of the school and its Catholic character.
- Provide children with positive liturgical experiences appropriate to their age, stage of development and family background.
- Support children in developing a deeper understanding of scripture, prayer and the liturgical life of the Church.
- Be inclusive, invitational and accessible to all members of the school community.

- Reflect the teachings and guidance of the Catholic Church, the Diocese of Arundel & Brighton and the Prayer and Liturgy Directory *To Love You More Deeply*.

All celebrations will:

- Be reverent, well prepared and appropriately paced.
- Include opportunities for participation, reflection and response.
- Take place in a variety of settings and groupings.
- Be planned with consideration of the liturgical season and the needs of participants.
- Encourage pupils to grow in faith and live out the mission of Christ in their daily lives.

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 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.

7. 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.

8. 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.

9. Review

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