



## **LALEHAM LEA SCHOOL & NURSERY**

### **PRAYER AND LITURGY POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

	Date	Signed
Date reviewed	September 2025	<i>M Reece</i> Head Teacher <i>A Morbin</i> Deputy Head Teacher
Ratified by the Board of Governors	September 2025	<i>M Ryan</i> Chair of Governors
Date of next review	September 2027	



## **Laleham Lea Mission Statement**

*Recognising that Gospel values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their weaknesses treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential.*

*Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.*

### **The Laleham Lea School Prayer:**

### **Infant Child's Mission Statement:**

This is our school. Let peace live here, May love  
live here, Love of one another, Love of mankind,  
Love of life,  
Love of God.  
Let us remember,  
that as many hands build a house, many hearts  
make a school.  
Amen

Please help us to be happy and kind, to always try our  
best and help others do the same, as we are all special.

### **Junior Child's Mission Statement:**

We know in our school that we are all part of God's  
family. We all work together to make a safe, happy  
environment, where we can learn and develop our  
talents to the full.

## **The Nature of Prayer and Liturgy**

We believe that Christian 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.

## **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.)

We understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. We also acknowledge that Prayer and Liturgy and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between the two will always be made clear.

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.

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.

As a rule, Prayer and Liturgy will take place on the school premises. However, the Governing Body has the discretion to allow acts of worship to be held elsewhere e.g. church, church grounds.

"To ensure that the Lord Jesus Christ is at the centre of a Catholic school, prayer and liturgy must be at



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the heart of its community life. They are essential to the school's Catholic life and mission" ("To know You more clearly' The Religious Education Directory).

## **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 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 – RE Lead**

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

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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**

We endorse the belief that 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



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- those from other Christian traditions – or none
- those from other faith backgrounds.

It will be an educational activity or experience to which all can contribute and from which all can gain. Worship in this school is more than just a legal requirement. It is an integral part of school life and central to the Catholic tradition.

To support the development of Prayer and Liturgy at home, we send home a prayer bear with EYFS and prayer booklets with each child. Every Wednesday, each family are given a Wednesday Word newsletter which carries the Sunday Gospel into school family homes. This creates a new opportunity for the Word to be present in the homes of our school families.

### **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 contemplate something of the mystery of God
- to reflect on spiritual and moral issues
- to explore their own beliefs
- to respond to and celebrate life
- to experience a sense of belonging and develop community spirit
- to develop a common ethos and shared values
- to enrich religious experience
- to grow in liturgical understanding and development
- to reinforce prayers which are part of the Catholic tradition
- to reinforce positive attitudes
- to participate fully
- to take time out to 'wonder at', 'to come to terms with' and 'to give worth to.'

## Principles

All Prayer and Liturgy in this school will:

- raise our minds and hearts to God
- celebrate the presence of God in our life and school community
- be a high quality activity, fundamental to the life of the school and its Catholic character
- support learners' spiritual development
- give learners positive liturgical experiences, appropriate to their age, aptitude and family backgrounds. In order to do this, celebrations will:
  - be kept small wherever possible or appropriate to help to personalise the experience;
  - be appropriately paced;
  - be simple, including a range of experiences offered in a variety of groupings and in a variety of settings, including outdoors;
  - seek to involve learners at all times in preparation and leadership.
  - involve key principles of prayer and liturgy as detailed in the Prayer and Liturgy Directory

Central to liturgy and prayer across the school is the use of scripture. We ensure that children have the opportunity pray and respond to prayer in different ways. These include:

- Mass;
- Celebration of the Word;
- Traditional forms of prayer;
- Meditation, reflection and Lectio Divina
- Contemporary styles of prayer;
- Signing hymns

## Organisation

Children are given daily opportunities to take part in prayer and liturgy. The following timetable is used to guide this.

Children pray in different groups during the week

Monday	Tuesday	Wednesday	Thursday	Friday
Celebration of the Word Assembly – Head Teacher	Class prayer and liturgy  Mass at St John the Baptist Church for Y1-Y6 on a rota basis	Wednesday Word led by Year 6's – pupil led worship	Class prayer and liturgy	Whole school Celebration Assembly

Prayer and Liturgy always follows the liturgical seasons (appendix 1). Other times of prayer and worship in the school year include:

- Mass to celebrate the beginning of the school year/ a new term
- A weekly Mass which one class attends on a rolling timetable at our local parish, St John the Baptist Church
- Celebration of Feast Days – Mass in the Church or our local senior school Chapel for Holy Days of Obligation. Appropriate liturgies for other feast days
- Advent, Lent and Easter Liturgy Services – for the whole school
- End of Year and Leavers Mass for the Year 6



## **The Planning, Content and Delivery of Prayer and Liturgy**

Prayer and Liturgy is planned:

- Following a structure with reference to the Church's seasons, significant dates and the curriculum. Scripture will be the focus in most acts of Prayer and Liturgy and we place utmost importance on our response to God's message.
- Involving consultation with appropriate parties and reference to school aims and policies.
- With flexibility to respond to changing situations within the school and the wider community
- To develop pupils' skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.

### **Foundation Stage**

In Foundation Stage (FS), children begin to think about their senses when planning celebrations of the Word. They also start to suggest how and where they could gather, identifying which coloured cloth, linked to the liturgical year, is appropriate, with support. They are expected to join in with all elements of worship as active and willing participants and to be able to state what they liked or would change next time.

In FS, adults are expected to support children in most parts of planning, leading and evaluating their celebrations of the Word, modelling this process to the children.

### **Key Stage 1**

In Key Stage 1 (KS1), children continue to develop their skills in planning, leading and evaluating prayer and liturgy with confidence and with less adult support. They begin to take more responsibility for creating prayer spaces and giving input to ways to gather, appropriate missions and prayers.

### **Key Stage 2**

The children's skills continue to develop throughout Key Stage 2, building up incrementally until, by Year 6, they are expected to plan, lead and evaluate their celebrations of the Word with independence.

For full details of progression, see the Prayer and Liturgy progression document.

In all phase groups, Let Us Pray boards are used to support the planning of prayer and liturgy. These provide colour coded ideas which are linked to themes and scaffolds children to make liturgically appropriate choices in their planning. This is then used to fill in a liturgy planning sheet.

The format for collective worship for our school is (appendix 2):

- **Gather** – how we come together, the setting, the environment (quiet gathering PowerPoint presentation, reflective music, lighted candles, icons etc.);
- **Listen/ Proclaim The Word** – every liturgy will centre around at least one text from the Bible, with the reading of the day being the first source. The Word of God will be proclaimed from a Bible.
- **Respond** – The response to the Word may lead into a time of ritual action or communal prayer. The ritual action may vary (dance, music, drama, art, poetry etc.) We place our needs before God (intercessory prayers);
- **Go Forth** – Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives

## Recording

Prayer and Liturgy can be recorded:

- on a liturgy planner to keep note of themes, Liturgical Calander link, Catholic Social Teaching Principle and the Going Forth Message
- through displays, class prayer books on the school website, collections of learners' contributions, prayers, reflections, photographs, videos etc.
- Laleham Lea Prayer Tree in our Long Room displays children's prayers and intercessions



## **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**

Throughout the school year, the school's provision of worship will be evaluated to consider whether it meets the needs of all learners and whether learners are making progress in acquiring skills and abilities in organising and leading worship. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate.

Observations of both adult and pupil led prayer and liturgy takes place to ensure that these acts of worship are of a high standard and follow the agreed policy and progression document. Adults talk to children, both those who are and are not part of the chaplaincy team, to gauge their understanding of what it means to be part of prayer and liturgy opportunities and how it enhances their Catholic identity.

## **Eucharist**

Eucharistic celebrations in school will highlight a special occasion and will normally be celebrated with children whose faith development has reached an appropriate stage. The same general principles will apply to planning a Eucharistic celebration as other acts of school Prayer and Liturgy, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to school guidance.

Children who have completed their First Holy Communion are welcomed to receive the Eucharist at Mass. Those children who have not made their First Holy Communion receive a blessing from the priest.

We believe that children are best introduced to prayer, the sacraments and particularly the Eucharist in a step by step approach.

## **Other aspects of Worship during the year**

At Laleham Lea , we take into account the different seasons celebrated in the Church's Liturgical Year. This partly takes place in lessons, but it also focused on in our assemblies and other activities during the year.

Areas covered in the academic year:

- Harvest Celebration
- Advent preparation for Christmas
- Lenten preparation for Easter (including a Lenten service)
- Important feasts of the year celebrated and focusses on – all Holy Days



## **School Statement on Prayer and Liturgy**

### **Laleham Lea School**

It is the responsibility of every Catholic school to provide for all its members a vital experience of liturgy, worship and prayer which:

- names and celebrates God present and active in authentic human experience
- is educative
- is within our Catholic tradition

The purpose of these experiences is:

- to raise our mind and heart to God
- to develop the school as a community of faith
- to assist learners in developing their relationship with God, creation and the community of the Church
- to witness to the community and the wider world

Prayer and Liturgy in our school will be:

- properly planned
- adequately resourced
- recorded
- monitored
- evaluated

in order to ensure that the Prayer and Liturgy experienced within the school is a relevant, meaningful and positive contribution to the religious, spiritual and moral development of all members of the community.

### **Policy Monitoring and Review**

This policy is monitored by the Prayer and Liturgy Co-ordinator and is evaluated and reviewed by the whole school staff and governors every two years.

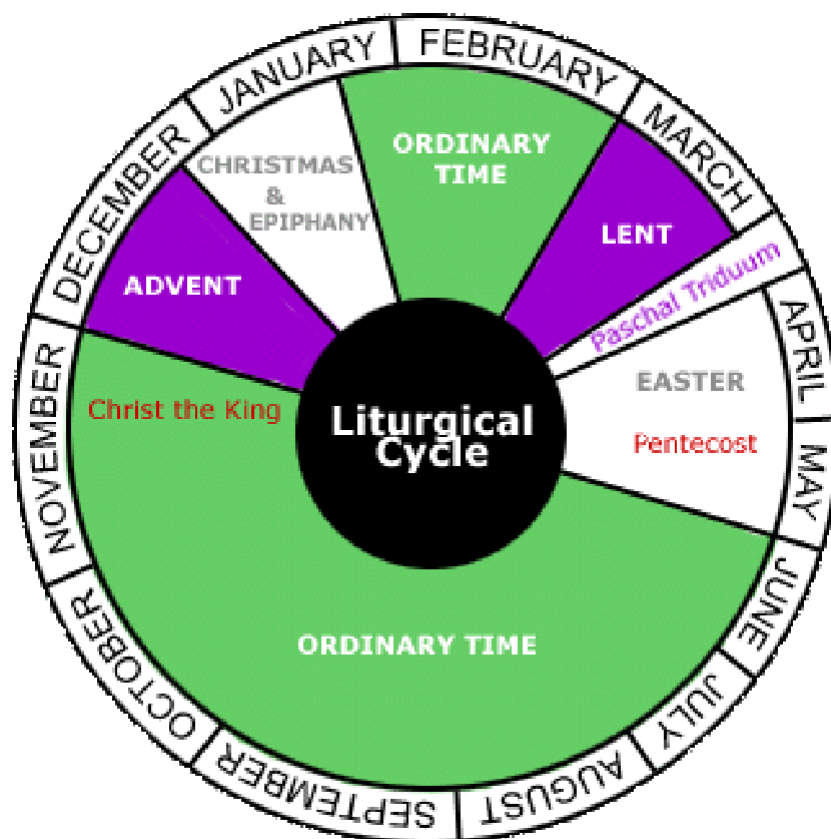


**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Headteacher: Mrs. M Reece

## Appendix 1 - Liturgies and Masses



The school will celebrate a start of year Mass and any Holy Days of Obligation that fall in term time with a whole-school Mass where possible, which is pre-organised by the RE Leader, the management team and Parish Priest (if available).

At the start of each academic year, dates will be discussed and classes allocated the responsibility of organising specific Masses or liturgies throughout the year. This will be done in consultation with the Parish Priest, the Headteacher and the RE coordinator.

Masses and liturgies can take place within the John Fisher Chapel or the School Hall where all children may participate from Reception to Year 6. Some Masses can take place at the local parish church.



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## **Appendix 2 - Collective Worship Format**

Preparation	When, where, who, what? What resources will I need? Create focus. Send invitations.
Gathering	How will we begin / enter – to music? Create an atmosphere of prayer. Use a ‘gathering chant’, come in procession.
Listening	Reading from scriptures. Pause at times for quiet contemplation. Dramatise the readings / Use power point?
Responding	What do participants do? Quiet reflection, formal / informal prayer / respond to bidding prayers. Place stone at foot of cross etc.
Go Forth	What will I do to help those present take the message away with them – prayer card, picture, common prayer, action etc.