



**ST. ANNE'S**  
R.C. VOLUNTARY ACADEMY

# **St Anne's Prayer and Liturgy Policy**



This prayer and liturgy policy has been approved and adopted by the governing body on Thursday 16<sup>th</sup> July 2026 and will be reviewed on Thursday 15<sup>th</sup> July 2027.

Signed by the Chair of Governors: Mrs Margaret Gregory

Signed by the Headteacher: Mrs Julie Sutcliffe

### **Mission Statement**

At St Anne's we strive to be an **OUTSTANDING** Catholic school in **ALL** we do, serving the community by working to improve the life chances of all pupils.

We endeavour to be a community of **Service and Compassion**. Following Christ's example of love, putting good works into action now so as to shape a better future. We are a community of **Ambition and Determination** committed to achieving our best personally, socially and academically as a school. We are a community of **Respect and Equality** where our differences are recognised and celebrated and all are included.

It is important to us as a Catholic school, that each child is allowed to flourish, and fulfil their potential recognising that we are all made in the image of God. It is our goal that all of our pupils' unique abilities are supported, encouraged and developed here at St Anne's.

Finally, we are a community of faith and worship. Encouraging our pupils to become true disciples, who will leave St Anne's knowing, loving and serving God and each other.

*'To know, love and serve God'*



### 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 (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)). St. Anne's recognises and respects this right, whilst also recognising that prayer and liturgy are central to the Catholic identity and mission of the school. Parents wishing to exercise this right should make a written request to the Headteacher. Before any decision is implemented, the Headteacher (or an appropriate senior leader) will invite parents to a meeting to discuss the nature and purpose of prayer and liturgy within the life of the school and to ensure that they fully understand the implications of withdrawal. Where a request for withdrawal is confirmed, the school will make appropriate arrangements for the supervision of the pupil during the period of prayer and liturgy. The school is not required to provide alternative educational activities during this time. The right to withdraw applies only to prayer and liturgy. It does not extend to other aspects of the curriculum, including Religious Education, which forms part of the school's curriculum entitlement.

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. Definitions

#### **Prayer**

Prayer is our personal and communal relationship with God. It takes many forms including praise, thanksgiving, repentance and intercession. Prayer may be spoken, silent, sung or expressed through reflection and action. At St. Anne's, prayer is woven throughout the school day and enables pupils and staff to grow in their relationship with Christ.

#### **Liturgy**

Liturgy is the public prayer and worship of the Church. It includes the celebration of the Mass, the Sacraments, the Liturgy of the Hours and other approved liturgical



celebrations. Liturgy follows the traditions, rites and seasons of the Catholic Church and allows the school community to participate in the life of the Church.

### **Mass**

The Mass is the central act of worship in the Catholic Church and is the source and summit of Christian life. In the Mass, Catholics gather to listen to the Word of God and celebrate the Eucharist, where, through the power of the Holy Spirit, bread and wine become the Body and Blood of Jesus Christ. At St. Anne's, the celebration of Mass is the highest expression of our prayer and liturgical life, bringing the school community together in worship and communion with the universal Church.

### **Celebration of the Word**

A Celebration of the Word is a liturgical act centred on the proclamation and reflection of Sacred Scripture. It follows a simple structure of gathering, listening and responding to God's Word before being sent forth to live out the Gospel. It does not replace the Mass but provides an appropriate form of prayer and worship within the school community.

### **Collective Worship**

The term collective worship is used within education legislation to describe the daily act of worship required in schools. Within St. Anne's, this legal requirement is fulfilled through our wider programme of Prayer and Liturgy, including daily prayer, Celebrations of the Word, assemblies, Masses and other liturgical celebrations. Whilst the term collective worship appears in legislation, the school adopts the terminology Prayer and Liturgy in accordance with the Prayer and Liturgy Directory

## **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) 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) Head of RE and 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.

## 5. Overview of prayer and liturgy provision

(a) Overview

- Prayer, liturgy, collective worship and the Sacraments are systematically planned based on the liturgical calendar, incorporating our Sacred Values and wider events
- Collective worship includes Form Time prayer, weekly assemblies and celebrations of the word, Masses, the Sacrament of Reconciliation, Adoration of the Blessed Sacrament and liturgies at key points of the academic year.

(b) Sacred Spaces

- Our chapel forms a quiet reflective place to nurture spirituality which is used in form time, during RE classes and other subjects who adopt chapel-based lessons such as Spanish and their CST lessons.
- All classrooms, offices and meeting rooms have a crucifix displayed at the front
- During key moments of the liturgical season, such as Advent and Lent, religious artefacts are displayed in the entrance area, main hall and school chapel to highlight the liturgy season.
- The chapel will always be set aside as a sacred space and not be used for other purposes, such as meetings, exam space, or storage.
- Careful consideration has been given to design, furnishings, and lighting so as to create an atmosphere conducive to prayer and liturgy.



- Sacred objects and artwork greatly enhance the space; these represent the diversity of the Body of Christ.
- Resources appropriate to each liturgical season will help to convey a visual sense of the liturgical year.
- The chapel is available to staff and pupils at all times, where possible within the constraints of health and safety requirements in our school setting. It is accessible to all members of the school community, including those with disabilities or additional needs.

(c) Inclusion and SEND Considerations

- St. Anne's is committed to ensuring that every member of the school community can participate fully, meaningfully and with dignity in prayer and liturgy. While maintaining the distinctive Catholic identity of the school, prayer and liturgy should always be welcoming, accessible and respectful of the needs of all pupils.

Prayer and liturgy are carefully planned to ensure:

- pupils with SEND are supported through appropriate adaptations, including the use of visual prompts, simplified language, symbols, sensory resources, quiet reflection and additional adult support where appropriate;
- pupils with physical disabilities can access all prayer spaces, liturgies and sacramental celebrations;
- opportunities are provided for different forms of participation, recognising that pupils contribute in different ways according to their age, confidence and abilities;
- music, scripture and prayer are selected to encourage participation from the whole school community;
- pupils from other Christian traditions, other faiths or no faith background are welcomed with respect whilst recognising that prayer and liturgy remain authentically Catholic in character;
- staff remain sensitive to pupils experiencing bereavement, illness, anxiety or other significant life events when planning themes for prayer and reflection;
- prayer and liturgy reflect the universal nature of the Church by celebrating the diversity of cultures, languages and traditions within the Body of Christ where appropriate.
- The legal right of parents to withdraw their child from prayer and liturgy is recognised and respected. Where this right is exercised, suitable supervision will be provided in accordance with statutory guidance.

(d) Leadership of Collective Worship

- All teachers should lead collective worship opportunities in their classroom through modelling and leading prayer and reflection.
- Form tutors actively lead extended, gospel-based form prayer each Monday
- All members of staff lead a reflection in briefing on a rota basis.
- Head of RE / Prayer and Liturgy Coordinator / SLT / Head of Years lead liturgies with student participation
- SLT / Head of RE / Prayer and Liturgy Coordinator quality assure the effectiveness of collective worship in the school.

(e) Weekly Collective Worship: Assemblies and Celebrations of the Word

- Weekly collective worship takes place in form and assembly.



- All students sing a rota of hymns in assembly. These include but are not limited to: 'Here I am Lord', 'Sing it in the Valley's' and 'Blessed be Your Name'.
  - The Sunday Gospel forms the basis of our collective worship each week.
  - The first part of the Assembly is the 'Celebration of the Word'. HoYs create carefully designed resources to encourage thinking and participation.
  - RE team to observe and monitor form time collective worship and feedback to line managers. This is evidenced through a QA document.
  - Training is provided in September Inset to support staff who lack confidence to ensure prayer is reflective and meaningful.
- (f) Additional Collective Worship Opportunities
- All Year 7 forms take part in a Retreat Day at the Coach House Church in the first term.
  - 'Christians in Schools' ministry lead prayer session and the Lighthouse Group
  - Around 50 Year 8 students partake in a residential to Castlerigg Manor.
  - The Chapel is used on a daily basis on a rota with all KS3 forms attending minimum 4x per year. Students engage in chapel meditation with the prayer and liturgy coordinator. The theme of the meditation is based on the liturgical calendar. For example, during Lent students meditate on the Stations of the Cross.
  - Advent
    - Crib, advent candles, nativity scene in reception, main hall and school chapel
    - Advent Assemblies
    - KS3 Liturgy with a Priest.
    - Advent prayers
    - Form meditation based around advent reflections
    - Advent/Christmas liturgies on the last day of term for individual year groups.
    - School liturgical colours changed to purple to reflect the season.
  - Lent
    - Large Lenten Cross on main hall stage – Visual symbol of Lent
    - Stations of Cross – forms meditate on the stations of the cross in the school chapel with the Prayer and Liturgy Coordinator
    - Lighthouse Group (Tuesdays 3.15pm – 4.15pm) – Lent/Easter theme each week
    - Lent Assemblies 'Resisting Temptation' & 'Lent'
    - Lenten Gospel form time prayer - Lenten Sunday Gospel theme with extra Lenten prayers included
    - Lenten Form Meditation – Extra Lenten reflections, the stations of the cross, provided to support form tutors
    - Lent/Easter Liturgies on the last day KS3 Lent/Easter liturgies on the last day during form time, p1 and p2. Year 10 students will lead the liturgies.
    - KS4 Lent Liturgy with a Priest.
- (g) Progressive Liturgical Formation
- St. Anne's is committed to the progressive formation of pupils in prayer and liturgy. As pupils move through the school, they are gradually given increasing responsibility and opportunities to participate in and lead



prayer and liturgy, enabling them to develop confidence, understanding and ownership of the Catholic Life of the school.

Progression includes:

- **Year 7:** Learning the structure of prayer and participating in simple forms of prayer, reflection and liturgy alongside staff.
- **Year 8:** Preparing elements of class and year group liturgies, including scripture readings, bidding prayers and reflections.
- **Year 9:** Taking greater responsibility for planning and leading Celebrations of the Word and contributing to liturgical preparation.
- **Year 10:** Leading year group liturgies and supporting younger pupils through prayer leadership and chaplaincy opportunities.
- **Year 11:** Modelling confident leadership within the liturgical life of the school, mentoring younger pupils and taking an active role in significant liturgical celebrations before leaving St. Anne's.
- The GIFT Team provides additional opportunities for pupils to deepen their liturgical formation through planning prayer experiences, leading worship, supporting school liturgies and working alongside staff to promote the Catholic Life of the school.

(h) The Mass and Liturgies with Clergy

- The Prayer and Liturgy Directory reflects a developing vision, emphasising on the one hand: "The Mass is the source and summit of the life of the Church," and therefore should be celebrated worthily and regularly within the life of the school community. While, on the other hand, acknowledging that the context of the school is essential in determining the most appropriate approach to prayer and liturgy. Therefore, embedded into our Catholic Life and Collective Worship is the opportunity for optional Mass. This is held either weekly or bi-weekly in the Chapel at either Lunch time or Form time.
- We have developed a clear and coherent overall plan for the liturgical life of the school which builds momentum and moves towards strictly sacramental celebrations over time.
  - Year 7 Welcome Liturgy: To celebrate their entry into the St. Anne's community. As well as it being the Feast Day of St. Vincent de Paul, the Year 7 Saint.
  - Year 8 Liturgy for the feast of St Charles Borromeo, their year group saint
  - Year 9 Liturgy for the feast of St John Bosco, their year group saint
  - Year 10 GCSE Liturgy: To ask for the guidance of God and presence of Jesus over the next two years of GCSE study. As well as a Liturgy for the feast of St. Perpetua and Felicity
  - Year 11 Liturgy for the feast of St Bernadette and pre-GCSE Exam.
  - In addition to individual Year group liturgies, students also have the opportunity to celebrate as a Key Stage at important marks in the liturgical year:
    - KS3 Advent Liturgy
    - KS4 Lent Liturgy

(i) Reconciliation

- Human beings are by nature social beings. We do not exist as isolated individuals but as members of different communities. Our lives consequently impact on those of other people, for good or for bad. In the same way, the Christian life is lived as a member of the community of the Church, and so Catholics believe that all sins, no matter how 'private', impact on the entire



community of faith. Therefore, when a person recognises their sin, they need to seek Reconciliation not only with God, but also with their brothers and sisters in the Church.

- St. Anne's is committed to developing meaningful programme of Reconciliation in which staff and students have the opportunity to receive absolution for their sins.
- This is particularly important during Advent and Lent. As in preparation for Christmas and Easter respectively, the Church places a particular focus on the call of each Christian to imitate more closely the life of Our Lord Jesus Christ. Responding to this call involves an acknowledgement of the failure to live up to Christ's example. It is, therefore, appropriate that especially during these seasons the Liturgies of Reconciliation should be celebrated at St. Anne's.

(j) Adoration of the blessed sacrament

- In his Eucharistic presence, Christ remains mysteriously in our midst as the one who has loved us and who gave himself up for us, and he remains under signs that express and communicate this love. It is essential, therefore, that the consecrated host is treated with the utmost respect and is the focus for devotion and worship.
- Exposition of the Blessed Sacrament has a simple structure at St. Anne's, where the host is reverently taken from the tabernacle and placed visibly on the altar; there is a time of adoration, and then the host is reverently placed back in the tabernacle.

(k) Daily Prayer Opportunities

- Morning school prayer
- Grace before meal
- Grace after meal
- Subject prayer intercessions from the subject saint
- GIFT Prayer every Friday.

## 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

St. Anne's recognises that the quality of prayer and liturgy is dependent upon the ongoing spiritual and professional formation of all staff. Formation is therefore viewed as a continuous process that enables staff to grow in confidence, understanding and faith, ensuring that prayer and liturgy remains authentic, meaningful and rooted in the traditions of the Catholic Church.

Staff formation includes:

- Annual whole-staff training on prayer and liturgy during September INSET, including guidance on leading prayer, the Church's liturgical year and the expectations of the *Prayer and Liturgy Directory*.



- Induction for all new staff, ensuring they understand the distinctive nature of Catholic prayer and liturgy at St. Anne's and their responsibilities in contributing to the Catholic Life of the school.
- Opportunities to attend diocesan training, conferences and formation programmes provided by the Diocese of Salford and other recognised Catholic organisations.
- Ongoing formation in the *Prayer and Liturgy Directory* and developments within Catholic education to ensure practice remains current and faithful to Church guidance.
- Annual opportunities for staff spiritual development, including staff retreats, reflection days, Masses and periods of prayer throughout the year.
- Coaching and support for staff who are less confident in planning or leading prayer and liturgy, including modelling of good practice and collaborative planning.
- Opportunities for leaders responsible for prayer and liturgy to engage in diocesan networks and professional development, sharing good practice with other Catholic schools.

The impact of staff formation is monitored through observation of prayer and liturgy, staff feedback, professional dialogue and the school's monitoring and evaluation processes. Formation priorities are reviewed annually to ensure they continue to meet the needs of both staff and the school community.

#### **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.

