Annual Plan of Provision
2026/2027

Love, Learn, Share and Respect
In The Light Of Jesus

Approved by:		**Date:**
Last reviewed on:	September 2026	
Next review due by:	September 2027	

1. Purpose of the Annual Plan of Provision

This Annual Plan of Provision (APOP) translates the school's Prayer and Liturgy Policy into a practical, year-long plan for the prayer and liturgical life of St Alban's. It identifies the planned pattern of daily and weekly prayer, Celebrations of the Word, Eucharistic celebrations, sacramental opportunities, pupil participation, staff formation and evaluation. It is a working document: dates and arrangements marked TBC will be confirmed when possible and the plan will be reviewed when arrangements change.

The APOP must be read alongside the current school Prayer and Liturgy Policy, R.E. Policy and Curriculum Map, the Religious Education Directory (RED), the current Prayer and Liturgy Directory and applicable Catholic Education Service (CES), diocesan and Catholic Schools Inspectorate guidance.

2. Core provision throughout the year

Frequency	Provision	Lead / responsibility	Notes
Daily	Class prayer: morning, before and after lunch and end of day; opportunities for silence and personal prayer.	Class teachers / all staff	Adapted appropriately for age, ability and individual need. See prayer progression for Reception, KS1 and KS2
Daily	Prayer focus in each classroom.	Class teachers / pupils / RE Lead	Crucifix and other appropriate Catholic symbols, Scripture and seasonal focus.
Weekly – Monday	Whole-school Celebration of the Word.	Headteacher	Scripture is central and usually based on the previous Sunday Gospel
Weekly – Tuesday	KS1 Celebration of the Word.	Designated staff	Staff rota; age-appropriate.
Weekly – Thursday	KS2 Celebration of the Word.	Designated staff	Staff rota; age-appropriate.
Termly	Whole-school Mass – at least once each term.	Headteacher / parish priest / Prayer & Liturgy Coordinator/ RE Lead/ Designated staff	Dates confirmed with parish; parishioners and parents invited where appropriate.
Advent / Lent	Opportunities for Reconciliation Service	Parish priest / school/ Headteacher / Prayer and Liturgy Coordinator/ R.E. Lead and Head of Key Stage	Dates and form agreed with clergy.
Throughout year	Weekly class Prayer and Liturgy	Class teachers / pupils	Pupil leadership develops progressively.
Throughout year	Catholic Social Teaching Principles each half term	R.E Lead / Class teachers	Teachers follow up in class.
Throughout year	Staff prayer and liturgical formation.	Headteacher / Prayer & Liturgy Coordinator/ RE Lead	At key liturgical times and through planned formation.

3. Annual overview by term

Period	Liturgical focus	Whole-school / major celebration	Sacramental / prayer opportunities	Celebrations of the Word	Pupil participation	Staff formation
Autumn 1 01.09.26-23.10.26	Season of Creation Ordinary Time;	**07.09.26 09:15**	Daily prayer established; prayer spaces refreshed; Mission Statement	Monday whole-school; KS1 Tuesday; KS2 Thursday;	Pupils help prepare prayer spaces and simple responses;	Refresher on school prayer and liturgy

	transition towards All Saints/All Souls. October – Dedication to Our Lady	New School Year Mass (in school; parents and parishioners invited) **23.09.26 16:30** Diocesan New Year Mass for staff (St. Peter's Hazel Grove) **11.10. 26 09:15** Harvest thanksgiving Mass School lead in Parish Month of October Rosary **23.10.26, 14:45** Welcome assembly for Reception and Year 6 buddies	Key Stage Prayer and Liturgy based on Rosary w/b 04.10.26	Weekly class Prayer & Liturgy linked to Scripture and school community life.	older pupils begin supported leadership. Collection in school for food to be distributed to local food bank. Items to be taken to Harvest Thanksgiving Mass in Parish. Pupil participation for Readings and Offertory. Linked with Parish Little Church Prayers lead by year 6. Pupil leadership & Responsibility. Parental Engagement	expectations. (No new staff) Observation and opportunities for staff to observe peer prayer and liturgy 15.09.26 HT Diocesan Briefing 25.09.26 09:30-12:00 CSI support session 14.10.26 – Diocesan Admissions Support
Autumn 2 Nov–Dec	**01.11.26** All Saints (during half term) **02.11.26** All Souls Advent; preparation for Christmas.	CAFOD assembly 4th November 2026 **29.11.26 09:15** First Sunday of Advent Mass – School to lead parish Mass **07.12.26** Advent Reconciliation Services **09:15** Reception / KS1 **10:10** Reconciliation Service KS2 **08.12.26 09:30** Reception Nativity **09.12.26 09:30** KS1 Nativity **15.12.26 18:00** School Christmas Carol Service in St. Alban's Parish Church	Advent penitential prayer / Advent prayer practices. **12.11.26 5:45** First Holy Communion parents' meeting (1) **11.11.26 11:00** Remembrance Day **13.11.26 – 09:15** Y6 St. John Paul Class Assembly **17.11.26** – Smith Magenis Awareness Day **20.11.26 09:15** Y5 St. Leoba Class Assembly **27.11.26 09:15** Y5 St Joan of Arc Class Assembly **04.12.26** Jingle Bell Jog – East Cheshire Hospice fundraising	Weekly pattern continues; Advent celebrations of the Word; Christmas prayer/liturgy.	Pupil readers, prayer leaders and preparation teams as appropriate.	Advent formation/reflection; staff prayer. 14.10.26 – Trust R.E Hub Team Meeting 04.11.26 – R.E monitoring/ learning walk 25.11.26 15:30 P&L ask the expert (HT/RE Lead) 08.12.26 10:30 Damian Cunningham Link Diocesan Officer visit (HT) 09.12.26 15:45 Trust R.E Network Hub

			Travelling nativity prayer bag to go home throughout Advent **06.12.26 9:15** Enrolment Mass for First Holy Communion 10.12.26 — confirm date Christmas Jumper Day fundraising for Manchester Children's Hospital in memory of Jessica Weekly morning staff reflections during Advent			
Spring 1 Jan–Feb	Christmas season into Ordinary Time; Epiphany; Baptism of the Lord; preparation for Lent.	Epiphany Mass 05.01.27 9:30 parents and parish invited 15.01.27 09:15 Y2 St. Peter's assembly 29.01.27 09:15 Y6 St Padre Pio assembly 05.02.27 09:15 Y5 St. Gregory Assembly 10.02.27 09:15 Ash Wednesday Mass tbc with Fr. Tomasz	Daily prayer; preparation for Lent;	Weekly celebrations; Scripture and themes of discipleship and mission.	Progressive pupil leadership; older pupils may support younger classes.	08.01.27 All Hallows Learning Community Heads' retreat @ Savio House 09:00–15:00 Staff prayer/formation linked to Lent and liturgical participation. 22.01.27 Diocese Annual Day of Renewal (HT and Chair of Governors) 10.02.27 Trust R.E Hub
Spring 2 Feb- Mar	Lent; Holy Week; w/b22.03.27 Lent Reconciliation Services tbc with Father Tomasz possibly w/b 01.03.27	Lenten prayer; Stations of the Cross or other appropriate devotion; Holy Week liturgy; 10.02.27 Ash Wednesday Mass in school 14.02.27 — First Sunday of Lent; confirm intended Mass lead First Sunday of Advent Mass in parish with Little Church 26.02.27 Y2 St. Winifred Assembly 05.03.27 YR St. Francis Assembly 12.03.27 Y3 St. Margaret Ward Assembly 19.03.27 Y3 St. Jude Assembly	Lent Reconciliation Services tbc with Father Tomasz Staff weekly Lenten Morning reflection 27.02.27 Sacrament of First Reconciliation Travelling Cross Prayer Bag during Lent	Lenten celebrations of the Word; Holy Week prayer and reflection.	Pupils prepare symbols, readings, responses and prayer where appropriate. Pupils participate in Mass within the Parish. Introduction, Readings, Prayers of the Faithful, Reflection after Communion.	Lenten reflection/formation; preparation for Holy Week.

		Holy Week services w/b 22.03.27 — confirm date				
Summer 1 Apr–May	Easter season; Ascension; Pentecost.	Easter celebration; 06.05.27 Feast of the Ascension tbc with Father Tomasz 16.05.27 Pentecost 30.04.27 Y1 St. Cecilia Assembly 25.05.27 OLHOC feast day	Easter prayer and opportunities for personal reflection. 10.06.27 16:30 FHC rehearsal at Church 12.06.27 12:00 FHC 13.06.27 09:15 FHC Thanksgiving Mass	Celebrations of the Word focusing on Resurrection, mission and the Holy Spirit.	Pupil leadership increasingly independent; support younger pupils where appropriate.	Staff prayer and reflection on Easter/Pentecost. 21.04.27 15:45 — confirm date R.E Trust Hub
Summer 2 Jun–Jul	Pentecost into Ordinary Time; Trinity; Corpus Christi; Sacred Heart; end-of-year thanksgiving.	27.05.27 Corpus Christi Mass tbc with Father Tomasz 13.07.27 14:00 Year 6 Leavers Assembly for school 14.07.27 09:15 Year 6 Leavers Assembly for parents 15.07.27 17:30 (tbc) Y6 Leavers' Mass 16.07.27 09:15 Whole-school end of Year Assembly 16.07.27 16:00 End of year Mass for staff tbc with Father Tomasz	Y6 Liverpool Hope for those going to AHCC.		Year 6 and other pupils may take greater responsibility for planning/leading.	23.06.27 Trust R.E Hub 15.45. Annual evaluation; identify priorities for next year;

4. Pupil leadership progression

Pupils should participate actively and progressively in prayer and liturgy, according to age, experience, confidence, ability and individual need. Participation should be meaningful and supported; it does not require every pupil to undertake every role. Adults remain responsible for ensuring that each celebration is prayerful, appropriate to the occasion and faithful to the Church's liturgical practice.

Stage	Possible responsibilities	Adult support	Evidence / reflection
Reception	Help prepare the prayer space; join in familiar prayers, songs and gestures; simple responses.	High-level modelling and support.	Simple verbal reflection, drawing or response.
KS1	Choose simple symbols; help with gathering; lead familiar prayers/responses; contribute a short reflection.	Structured choices and adult modelling.	Class reflection / prayer book where useful.
Lower KS2	Help select an appropriate theme and Scripture; prepare symbols; lead prayers, responses or music.	Guided planning and rehearsal.	Planning sheet, class book or other proportionate evidence.
Upper KS2	Plan parts of a Celebration of the Word; proclaim Scripture where appropriate; lead prayers, music, response and mission.	Adult oversight and formation; increasing independence.	Planning and reflection; pupil voice.

5. Structure for a Celebration of the Word

Gather – Create a prayerful atmosphere; gather the community; introduce the theme.

Listen to the Word – Proclaim Sacred Scripture and allow time to listen, wonder and reflect.

Response to the Word – Use silence, prayer, music, symbol, gesture, discussion or another appropriate response.

Go Forth (Mission) – Connect the Word with daily life, Christian discipleship and mission.

Celebrations should be prayerful, purposeful and appropriate to the occasion; they should not become over-scripted performances. In a Celebration of the Word, Sacred Scripture is central and should be proclaimed and given time to be received. The response should arise from the Word and may include silence, prayer, music, symbol, gesture or reflection. Planning should respect the distinction between a Celebration of the Word, an assembly, classroom prayer and the celebration of Mass.

6. Shared prayer and liturgical repertoire

The following should be developed progressively across the school and reflected in planning:

- Sign of the Cross
- Glory Be
- Our Father
- Hail Mary
- School Prayer
- Morning and end of day prayers
- Grace before and after meals
- Angelus (KS2) daily
- The Prayer of St. Richard of Chichester (Y2-Y6)
- Eternal Rest
- Act of Contrition / appropriate Reconciliation prayers
- Responses used regularly at Mass
- Hymns and liturgical music
- Appropriate silence, reverence, gestures and postures
- Prayers connected with major liturgical seasons and school celebrations

Appendix 1

Prayers used at the school

School Prayer

Dear Lord,

Please bless our school as we try to

Love, Learn, Share and Respect in the light of Jesus.

St. Alban Pray For Us.

Amen

Reception:

Morning Prayer

Good morning Lord,

We praise Your Holy name

And thank you for giving us

This lovely day.

Amen

St. Alban Pray for Us

Before Lunch

Thank you for the world so sweet,

Thank you for the food we eat,

Thank you for the birds that sing,

Thank you, God for everything.

Amen

After Lunch

Dear Jesus,

Please show me how to spend this day,

Sharing Your love in every way.

Help me to be kind to everyone,

To play and laugh and have lots of fun.

Amen

End of the day

Now the day is over,

We lift our hands and say,

Thank you Heavenly Father for today.

We're sorry for the wrong things but glad about the right,

Keep us Heavenly Father in Your love tonight.

Amen

KS1:

Morning Prayer

Thank you God for this new day

In my school to work and play,

Please be with me all day long,

In every story, game and song,

May all the happy things we do,

Make you, our Father, happy too.

Amen

Before Lunch

Bless us oh Lord

And these thy gifts which we are about to receive

From Thy bounty

Through Jesus Christ Our Lord

Amen

After Lunch

Thank You God for the food we have eaten,

Thank You for our family and friends,

Thank You God for everything.

Amen

End of day

Dear Jesus,

Thank You for a lovely day,

For all my work and all my play,

Please bless all my teachers, my family and friends,

But most of all please bless me.

Amen

KS2:

Morning Prayer

Dear Lord,

Please bless our school

As we try to

Love, learn, share and respect

In the light of Jesus.

St. Alban, pray for us.

Amen

Mid-day 12:00

The Angelus

The Angel of the Lord declared unto Mary

And she conceived of the Holy Spirit.

Hail Mary…

Behold the handmaid of the Lord.

Be it done unto me according to the word.

Hail Mary…

And the Word was made flesh

And dwelt among us

Hail Mary…

Pray for us, O holy Mother of God,

That we may be made worthy of the promises of Christ.

Let us pray.

Pour forth we beseech you, O Lord, thy grace into our hearts; the message of an angel, may, by his passion and cross be brought to the glory of his resurrection.

Through Christ, Our Lord, Amen.

Before Lunch

Bless us oh Lord

And these thy gifts which we are about to receive

From Thy bounty

Through Jesus Christ Our Lord

Amen

After Lunch

Thank You God for the food we have eaten,

Thank You for our family and friends,

Thank You God for everything.

Amen

End of Day

Spirit of God come live in me,

Make me the person you want me to be:

Humble and Pure,

Faithful and Free.

Spirit of God come live in me.

Amen

Other Prayers Throughout School

Hail Mary (signed/sung or spoken)

Hail Mary,

full of grace The Lord is with thee.

Blessed art thou amongst women And blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, Now and at the hour of our death.

Amen.

Our Father

Our Father,

Who art in heaven, hallowed be Thy name;

Thy kingdom come; Thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses and lead us not into temptation, but deliver us from evil.

Amen.

(Rec-Y6)

The Glory Be

Glory be to the Father,

and to the Son, and to the Holy Spirit,

as it was in the beginning, is now, and ever shall be, world without end.

Amen

(Y3-6)

Eternal Rest

Eternal rest, give unto him/her O Lord,

And let perpetual light shine upon him/her.

May he/she rest in peace.

Amen

The Prayer of St. Richard of Chichester (Y2-Y6)

Thanks be to you, my Lord Jesus Christ,

For all the benefits which you have given me,

For all the pains and insults which you have borne for me.

O most merciful Redeemer, friend and brother,

May I know you more clearly,

Love you more dearly,

And follow you more nearly,

Day by day.

Amen.

A range of other prayers are used at Saint Alban's when appropriate throughout the liturgical year.