ST ALBAN'S CATHOLIC PRIMARY SCHOOL

Prayer and Liturgy Policy

2026–2027

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

Policy Schedule	Date	Signed
Approved by Governing Body		Headteacher: Jackie Summers Chair of Governors: Roisin Moores
To be reviewed:	September 2027	

Roles & Responsibilities:	
Prayer & Liturgy Lead / Headteacher	Jackie Summers
R.E Lead	Anne Moran
Link Governor for R.E. / Chair of Governors	Roisin Moores
Parish Priest	Fr Tomasz Mamelka
Diocesan Link Advisor	Damian Cunningham

1. Context and rationale

Prayer and liturgy are at the heart of the Catholic life and mission of St Alban's Catholic Primary School. They provide opportunities for pupils, staff and the wider school community to encounter God, to give glory, honour, praise and thanks to God, and to grow in relationship with Jesus Christ through the Holy Spirit.

This policy is informed by the Catholic Education Service Prayer & Liturgy Directory, To love You more dearly, and by the liturgical and sacramental life of the Catholic Church. It is intended to guide the planning, preparation, celebration and evaluation of prayer and liturgy within our school.

The policy recognises the distinct character of prayer, celebrations of the word and liturgy. It also recognises that prayer and liturgy complement, but are distinct from, the Religious Education curriculum.

2. Statement of requirement

The school provides daily prayer and liturgy in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church and in keeping with the requirements applicable to Catholic schools in England.

- Parents have the legal right to withdraw their children from prayer and liturgy up to the age of 16.
- Sixth-form pupils, where applicable, may choose to withdraw themselves from prayer and liturgy.
- Prayer and liturgy are not designated curriculum time and are not counted as part of the school's allocation of curriculum time for Religious Education.
- Pupils are entitled to experience the richness of Catholic prayer and liturgical tradition, including a shared repertoire of prayers and liturgical music.

3. Relationship between prayer, celebrations of the word and liturgy

The school uses the terminology of the Prayer & Liturgy Directory. Prayer, celebrations of the word and liturgy form a continuum, while retaining their distinct characteristics.

Form	School application	Key characteristics
Prayer	Daily classroom and communal prayer, including opportunities for silence and personal prayer.	May be formal, informal or spontaneous; uses familiar and newly composed prayers and appropriate Catholic devotions.
Celebrations of the word	Whole-school and class celebrations, including assemblies and other school gatherings where Scripture is proclaimed.	Created for the school community; Scripture is central; may use a flexible structure and creative responses.
Liturgy	Mass, the Sacrament of Reconciliation and other authorised liturgical celebrations.	Follows the liturgical books and the norms of the Church, with appropriate adaptation where permitted.

Where the term 'assembly' is used, it describes a gathering of pupils. An assembly may also be a celebration of the word when it has the characteristics described above. Not every assembly is therefore automatically a liturgical celebration.

4. Aims of prayer and liturgy

Prayer and liturgy at St Alban's aims to provide opportunities for pupils and staff:

- to contemplate something of the mystery of God;
- to encounter Christ and grow in relationship with God;
- to listen to and respond to Sacred Scripture;
- to reflect on spiritual and moral questions;
- to experience belonging and develop a sense of community;
- to develop a shared Catholic ethos and values;
- to grow in liturgical understanding and participation;
- to become familiar with the prayers, devotions, music, symbols, gestures and seasons of the Catholic tradition;
- to participate prayerfully and appropriately, according to age, experience and capacity;
- to develop habits of gratitude, intercession, praise, silence and reflection;
- to be formed for Christian discipleship and mission.

5. Principles

Prayer and liturgy in our school will:

- give glory and honour to God and be centred on Christ;
- be rooted in the Catholic tradition and in Sacred Scripture;
- respect the liturgical seasons and the sacramental life of the Church;
- be appropriate to the age, aptitude, experience and capacity of pupils;
- offer a balance of familiar prayers, Scripture, silence, music, symbol, gesture and reflection;
- provide opportunities for genuine participation rather than token involvement;
- welcome all members of the school community while presenting the Catholic tradition authentically;
- support the spiritual formation of pupils and staff;
- be planned, prepared, celebrated and evaluated with care.

6. Roles and responsibilities

6.1 Governing body

- Ensure prayer and liturgy are central to the Catholic life and mission of the school.
- Ensure provision is consistent with the Prayer & Liturgy Directory and the requirements of the Catholic Church.
- Ensure there is a named Prayer and Liturgy Coordinator.
- Ensure this policy is reviewed regularly and shared with stakeholders.
- Ensure appropriate resources and budget are available for prayer and liturgy.

6.2 Headteacher

- Provide spiritual leadership for the Catholic school community.
- Work in partnership with the Prayer and Liturgy Coordinator, parish and clergy.
- Ensure those responsible for prayer and liturgy receive appropriate formation and training.
- Ensure suitable resources and spaces are available.

6.3 Prayer and Liturgy Coordinator

- Coordinate the school's provision of prayer and liturgy.
- Maintain an Annual Plan of Provision identifying liturgical seasons, key celebrations and opportunities for the Sacraments.
- Ensure daily planned prayer is provided for all pupils, appropriate to age and ability.
- Support pupils in progressively taking an active role in planning, preparing and leading prayer and liturgy.
- Ensure resources are accessible and appropriate.
- Provide or coordinate induction, training and formation for staff.
- Monitor and evaluate prayer and liturgy and use findings to inform future planning.
- Report monitoring and evaluation to the headteacher and governing body as appropriate.
- Work collaboratively with parish clergy, the parish community and the Diocesan Education/Advisory Service.

6.4 All staff

- Contribute to the prayer and liturgical life of the school in accordance with their role.
- Model reverence, participation and respect.
- Support pupils in developing confidence with Catholic prayers, Scripture, music, silence, gestures and responses.
- Use agreed school resources and structures when preparing prayer and celebrations of the word.

7. Annual Plan of Provision

The school maintains an Annual Plan of Provision for prayer and liturgy. The plan sits alongside this policy and provides the detailed operational calendar for the year. It identifies the liturgical seasons, key feasts and celebrations, Masses, opportunities for Reconciliation, school celebrations, class prayer, pupil leadership, staff prayer and other significant occasions.

Termly overviews are shared with staff and key dates are communicated to parents and carers. The Annual Plan of Provision is reviewed during the year so that the school can respond appropriately to parish, diocesan, national and school community events.

8. Pattern of prayer and liturgy at St Alban's

The current pattern includes the following provision, subject to the Annual Plan of Provision:

- daily classroom prayer in the morning, before and/or after lunch and at the end of the school day;
- opportunities for informal and formal prayer, including personal prayer and silence;
- a prayer focus in each classroom, including a crucifix or other appropriate Catholic symbol, Sacred Scripture and a connection with the liturgical season;
- a whole-school gathering/celebration of the word on Mondays, led by the Headteacher;
- staff-led celebrations of the word on a rota basis for Key Stage 1 and Key Stage 2;
- class celebrations of the word and other appropriate class gatherings;
- whole-school Masses at least once each term, together with participation in parish liturgies on appropriate occasions;
- opportunities for the Sacrament of Reconciliation, particularly during Advent and Lent;
- special liturgies and prayer associated with the major seasons and feasts of the Church;
- staff prayer and opportunities for communal prayer at significant points in the school year.

9. Celebrations of the word

Celebrations of the word are planned celebrations created for the school community and centred on the proclamation of Scripture. They may take the form of whole-school or class gatherings and may include assemblies, seasonal celebrations and special occasions.

A simple and flexible structure will normally be used:

1. Gather – creating a prayerful atmosphere and gathering the community.
2. Listen – proclaiming and engaging with Sacred Scripture.
3. Respond – allowing pupils and adults to respond through prayer, silence, music, reflection, symbol, movement or another appropriate response.
4. Go Forth (Mission) – identifying how the message of Scripture will be taken into daily life and mission.

This structure is a guide rather than a rigid formula. Celebrations should remain prayerful, age-appropriate and proportionate. Scripture should remain central, and Scripture readings should not be replaced by other texts.

10. Pupil participation and leadership

Pupils are progressively formed to participate actively in prayer and liturgy. Participation will reflect pupils' age, experience, confidence and capacity. Opportunities may include preparing the space, selecting or proclaiming Scripture where appropriate, leading prayers or responses, contributing music, preparing symbols, offering reflections and supporting younger pupils.

Pupil leadership will be supported and modelled by staff. Older pupils and groups such as Mini Vinnies may assist younger pupils where appropriate. The aim is authentic participation rather than children simply performing predetermined roles.

11. Mass and sacramental celebrations

Mass is celebrated in school at least once each term, with the pattern and dates confirmed in the Annual Plan of Provision and in consultation with the parish. The school community also participates in parish Masses and other parish liturgies where appropriate.

When preparing for Mass, the school will support pupils to understand and participate in the structure and responses of the liturgy. Mass is celebrated according to the Roman Missal and other relevant liturgical norms.

The school provides opportunities for the Sacrament of Reconciliation and for non-sacramental penitential prayer, during Advent and Lent, in collaboration with clergy and the parish.

12. Prayer repertoire, music, silence and symbol

The school develops a shared repertoire of Catholic prayers and liturgical music. Pupils are progressively introduced to prayers, responses and practices appropriate to their age and stage.

- Traditional Catholic prayers will be taught and revisited progressively.
- Liturgical responses will be practised so that pupils can participate confidently in Mass and other liturgies.
- Music and singing will be used as integral elements of prayer and celebrations of the word, rather than simply as performance.

- Appropriate periods of silence will be deliberately planned.
- Symbols, sacred objects and visual displays will support prayer and liturgical formation without becoming merely decorative.
- Prayer spaces will include appropriate Catholic symbols such as a crucifix and Bible, with a connection to the liturgical season.

13. Prayer spaces and resources

Each classroom has a dedicated prayer focus and a Prayer and Liturgy resource box. Resources for Mass and whole-school celebrations are stored centrally and are maintained so that they are readily available.

Dedicated prayer spaces and displays are maintained and adapted according to the Church's liturgical seasons. Resources will be reviewed regularly to ensure they are accurate, age-appropriate and consistent with Catholic teaching and liturgical practice.

14. Staff formation

All new staff receive induction into the Catholic life of the school and their responsibilities for prayer and liturgy. Individual formation needs will be identified and addressed through appropriate training.

There will be at least one whole-staff professional development opportunity each year focused on prayer and liturgy, with additional formation for staff who have particular responsibility for planning or leading celebrations.

15. Partnership with parents, parish and wider community

The school works in partnership with parents and carers, the parish and clergy to support the prayer life and faith formation of pupils. Parents and parishioners are welcomed at appropriate school Masses and celebrations. Key dates are communicated through the school's termly information and Annual Plan of Provision.

Prayer and liturgy in school forms part of the prayer and liturgy of the wider Church but does not replace the liturgical life of the parish. The school therefore encourages families to participate in Sunday Mass and the sacramental life of the parish.

Visitors and representatives of charitable organisations may contribute to school gatherings where appropriate. Such contributions will be consistent with the school's Catholic character and safeguarding expectations.

16. Inclusion and participation

Prayer and liturgy will be planned so that all pupils can participate meaningfully, taking account of age, ability, SEND, communication needs, sensory needs and other individual circumstances. Adaptations will preserve the Catholic character and integrity of the celebration.

The school welcomes pupils and staff from different Christian traditions, other faith backgrounds and those of no particular faith. The school presents the Catholic tradition authentically while ensuring that all members of the community are treated with dignity and respect.

17. Recording, monitoring and evaluation

Prayer and liturgy may be recorded through planning documents, displays, pupil reflections, Class Prayer & Liturgy books, photographs and other appropriate evidence. Recording is used to support reflection and evaluation, not to turn prayer and liturgy into an assessment exercise.

Monitoring and evaluation will take place regularly and at least annually. It will consider the quality, appropriateness and impact of provision, including pupil participation and liturgical formation.

- Pupil voice and observation of participation;
- staff reflection and feedback;
- parent/carer feedback where appropriate;
- feedback from clergy/parish and diocesan support;
- review of the Annual Plan of Provision and the balance of prayer, celebrations of the word and liturgy;
- identification and implementation of priorities for development.

Findings will be shared with the headteacher and governing body as appropriate and will inform future planning, staff formation and the annual review of provision.

18. Right of withdrawal

The school recognises and respects the legal right of parents to withdraw their children from prayer and liturgy up to the age of 16. Requests should be made to the Headteacher, who will discuss the implications with parents/carers as appropriate.

19. Relationship with Religious Education

Prayer and liturgy are central to the Catholic life of the school but are distinct from the Religious Education curriculum. Prayer and liturgy are not designated curriculum time and are not counted towards the school's allocation of curriculum time for Religious Education.

Religious Education may inform the content of prayer and celebrations of the word, but the purpose and structure of each remain distinct. The school therefore plans RE and prayer/liturgy coherently while maintaining the distinction between curriculum teaching and worship.

20. Review and approval

This policy will be reviewed as part of the school's regular policy cycle and whenever significant changes are made to national, diocesan or school guidance.

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.