



## Holy Trinity RC Primary School Policy on Religious Education (RE)

### **Mission Statement**

**"To go forward together in Christ, respecting our neighbour and striving for excellence."**

# **Collective Worship Policy**

Approved by: LGB Date: January 2025

Next review due by: January 2026

## **The nature of Collective Worship.**

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Collective worship in a Catholic school name 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.

'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.'<sup>1</sup>

## **Legal Requirements**

It is a legal requirement that there is a daily act of worship offered 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. Holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. Collective worship 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. Responsibility for arranging Collective Worship lies with the Governing Body after consultation with the Headteacher.

Parents have a right to withdraw their child from Collective Worship. However, given the importance of Collective Worship in a Catholic school, parents and prospective parents will be made aware of the fact that it can never be confined to 'timetabled slots' but may take place in a variety of contexts other than those which are specifically structured.

## **The Place of Collective Worship in the Life of our School**

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.

Collective worship 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; • 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.

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<sup>1</sup>Christ at the Centre Rev Marcus Stock, 2005

## **The Aims of Collective Worship**

We believe that Collective Worship 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 Acts of Worship in this school will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Develop in pupil's skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way;
- Give pupils positive liturgical experiences, appropriate to their age, aptitude and family backgrounds in order to prepare them for the liturgical life of the Church<sup>1</sup>. In order to do this, celebrations will:
  - be kept small wherever possible or appropriate to help to personalise the experience;
  - be short and appropriately paced
  - be simple, including a range of experiences offered in a variety of groupings and in a variety of settings.

## **The Planning, Content and Delivery of Collective Worship**

Collective Worship is planned:

- following a structure with reference to the Church's seasons, the RE scheme, significant dates and the curriculum. Scripture will be the focus in most acts of worship
- 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 in pupil skills that enable them to prepare, organise and lead worship rather than always participating or contributing in a token way.

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<sup>1</sup> Directory for masses with Children, paragraph 9.

## The Timetable of Collective Worship is a below.

There is a daily broadcast for the school community at 9.00am every morning. This is led by the Pupil Chaplaincy Team.

Day	Prayer and Liturgy Session	Led by:
Monday	Praise Worship (weekly Gospel focus)	SLT (supported by Chaplaincy Team)
Tuesday	Class Celebration of the Word	Teaching Staff
Wednesday	Assemblies in age phases	Teaching Staff Chaplaincy Team (EY/KS1), Pupils (KS2)
Thursday	Praise Worship (hymns)	SLT (supported by Chaplaincy Team)
Friday	Class Celebration of the Word Praise Assembly - 3pm (celebrations, singing)/ Class-led whole school Liturgy	Led by different groups of children SLT Classes (timetabled weekly)

## Planning and Evaluating

Collective Worship is recorded on planning sheet (Appendix 2) and a staff guide is available to support with this. Staff are asked to evaluate the liturgical sessions led and record all contributions in floorbooks/scrapbooks. Children's contributions should be added to prayer displays. Photographs and videos can be added to the Google drive.

## Monitoring and Evaluation

Senior leaders will monitor liturgy and prayer through joining in with sessions (whole school and class based). Pupil outcomes will be monitored through discussions and reviews of plans and evaluations. Following monitoring, training needs will be identified, and outcomes used to inform CSED.

## Resources

- Ten Ten resources used; all staff have logins
- Jack in the Box (EYFS/Y1) – book and resources
- Bible stories - <https://bibleforchildren.org/languages/english/stories.php>
- Caritas in action
- CAFOD
- Mark 10 Mission

## The learning environment

'Symbols and icons of the Catholic faith when displayed in school and throughout its premises will help the school community and visitors to experience the uniqueness and sacredness of this learning environment'<sup>2</sup>

<sup>2</sup> Christ at the Centre Rev Marcus Stock, 2005

Focal points in each classroom and throughout the school will reflect the liturgical season and will reference Come and See topics. In this way they will be an outward sign of the school's ethos.

Each classroom should have a prayer area/display and support is available from senior leaders to develop these appropriately. The Chaplaincy Team prepare a Prayer and Liturgy worship area for each class at the start of half term. This is with appropriate cloth, candles, a Bible and relevant artefacts, including images, prayer stones/jewels. The Chaplaincy Team will monitor these throughout the year and update them as appropriate, reviewing use with classes and staff.

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### **Voluntary Worship and Retreats**

The Peace and Prayer Space is available throughout the year but encouraged at special liturgical times such as Lent, Advent, May and October. It has been developed with the children to provide a central place for private prayer for all children of all faiths. This will be available at break and lunchtimes for children to be supported by members of the different Mission Leadership teams, including Chaplaincy Team, and the Mental Health Champions

### **Eucharist**

Eucharistic celebrations in school will normally take place in either in the school hall or at Christ Church with the support of the Parish Priest, RE Lead and Lay Chaplain; these 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 worship, therefore opportunities for children to participate will be maximised. When preparing these celebrations reference will be made to the 'Directory for Masses with Children' as a basis for our practice.

Sacrament of Reconciliation is celebrated with the Year 3 children in preparation for the Sacrament of First Holy Communion.

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

### **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 worship in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-school 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.

### **The Lead for Collective Worship**

Mr Mark McManus with responsibility for RE Curriculum leadership and Mrs. Amanda Duckett Lay Chaplain will support in leading Collective Worship.

Collectively, they 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 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 of future liturgies
- Monitoring of prayer and liturgy is reported to the headteacher and governing board 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.

### **Policy Monitoring and Review**

This policy is monitored by the Collective Worship coordinator and is evaluated and reviewed by the whole school staff and governors every two years. The Foundation Governors in particular will play a most important role.

## **Appendix I**

### **The Role of the Lead for Collective Worship**

- Formulating a written policy for Collective Worship
- Ensuring that there is a development plan for Collective Worship included in the school development plan
- Ensuring that Collective Worship is appropriate to the age, aptitudes and faith backgrounds of pupils
- Ensuring that Collective Worship takes account of the religious and educational needs of all who share in it and is rooted in the principles of the 'Directory for Masses with Children'
- Organising themes for Worship
- Assisting the governors and Headteacher to carry out their legal responsibilities with regard to Collective Worship including withdrawal from collective worship
- Developing staff confidence and expertise e.g. through modelling different prayer styles

### **Planning, recording, monitoring and evaluating**

- Maintaining and developing effective procedures and documentation
- Observing Acts of Collective Worship and providing feedback
- Informing the Headteacher of standards and developments in Collective Worship

### **Communication**

- Communicating to members of the school community the significance and content of Collective Worship
- Reporting to and consulting with the governors and Headteacher regarding matters of concern and development
- Acting as consultant to colleagues
- Encouraging positive attitudes towards Collective Worship
- Informing newly appointed colleagues of school policy regarding Collective Worship
- Communicating with parents, governors and the parish community
- Liaison with the school chaplain
- Liaison with the Diocesan Department for Education

### **Professional development/Ongoing formation**

- Leading and organising in-service training and ongoing formation for Collective Worship
- Attending appropriate in-service courses, reporting back and leading staff training
- Keeping up to date by personal reading





### **Resources**

- Evaluating existing resources.
- Developing the resources available for Collective Worship including visual aids, artefacts, drapes, music, visitors, leaders, new and relevant books, posters etc.
- Budgeting efficiently.

**Appendix 2 – Prayer and Liturgy Planning Record.**

**Prayer and Liturgy Planner and Prompts**

<b>Class/Year Group:</b>	
<b>Date:</b>	
<b>Theme/Focus:</b>	
<b>Context (group, room):</b>	

	<b>Our plans</b>	<b>Think about. ....</b>
<p><b>We gather....</b></p> 	<p><b>We come together as part of God's family.</b> <i>How will you make everyone feel welcome?</i></p>	<ul style="list-style-type: none"> <li>▪ Liturgical colours (Green, purple, white/gold, red)</li> <li>▪ Prayer focus table</li> <li>▪ Bible</li> <li>▪ Cross</li> <li>▪ Symbols/ objects/ pictures/ photos</li> <li>▪ Candle</li> <li>▪ Music</li> <li>▪ Sign of the cross</li> </ul>
<p><b>We listen.....</b></p> 	<p><b>God speaks to us and we listen!</b> <i>Don't forget to model good practice for listening to the Gospel; ensure everyone understands and feels included.</i></p>	<ul style="list-style-type: none"> <li>▪ Bible Reading</li> </ul>
<p><b>We respond.....</b></p> 	<p><b>We respond to the Word of God</b> <i>Consider how we can involve everyone in our response.</i></p>	<ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Singing</li> <li>▪ Reflection</li> <li>▪ Sacred Silence</li> <li>▪ Dance</li> <li>▪ Gesture/ action</li> <li>▪ Drama</li> <li>▪ Picture / photo</li> <li>▪ Create</li> </ul>
<p><b>Our Mission....</b></p> 	<p><b>We want to share the Good News.</b> <i>How can you take the Mission out to the wider community, e.g. school, home, beyond?</i></p>	<ul style="list-style-type: none"> <li>▪ Gospel phrase</li> <li>▪ Song</li> <li>▪ Action</li> <li>▪ Campaign</li> <li>▪ Prayer card</li> <li>▪ Artefact</li> <li>▪ Picture</li> <li>▪ Big question</li> <li>▪ Mark 10 Missions</li> </ul>

<p><b>Evaluation</b> <i>How did it go? What would do differently? What are you proud of?</i></p>

