



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE



Prayer and Liturgy Policy

To be reviewed in:

October 2026

School Mission Statement:

Everyone Belonging, Aiming High, Growing in Faith

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values.

We will strive for excellence in all areas of our work and cherish every child in our care.



OUR MISSION

St Cuthbert Mayne Catholic Primary School

Everyone Belonging, Aiming High, Growing in Faith

Everyone Belonging

We aim for every child, member of staff and our wider community to feel welcome and be part of a community of faith where they are loved and recognised for their individual gifts and talents.



"In Christ, we form one body, and every member belongs to all the others"
(Romans 12:5)



"As each has received a gift, use it to serve one another, as good stewards of God's varied grace." ~
(1 Peter 4:10)

Aiming High

As a learning community, we aim to ensure that we all use our God given talents and gifts to their full potential and that we all become the absolute best that we can be, to let our lights shine and make a positive impact in the world.

Growing in Faith

At St. Cuthbert Mayne, as a catholic community, growing in faith together is central to every aspect of school life. Together we develop our relationships with God and truly recognise his presence and impact in our lives.



"Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness."
(Colossians 2:7)

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, including those in the sixth form (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)).

Sixth-form pupils can choose to withdraw themselves from prayer and liturgy (School Standards and Framework Act 1998, s.71(1B)). 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. 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) 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 Education Service and others is maintained to ensure they keep updated with best practice.

4. Overview of prayer and liturgy provision

During the week, children are provided with a variety of opportunities for prayer and to come together as a community to explore the Word of God. Prayer punctuates our day e.g. at the start and end of the day and before meals. Assemblies take place daily in different forms but in each week will include: a whole school assembly that focuses on the Sunday Gospel; prayer and praise as a whole school; time together as a class with opportunities for the children to take more of a lead; a visit from 'Open the Book' where a Gospel story is brought to life with drama and participation from

the children; and in the form of a celebration of the children who have lived out the school mission statement that week.

Masses are celebrated at the start and end of each term as a whole school family and with the parish at Christ the Redeemer of Mankind church, as well as Holy Days of Obligation. In addition, Key Stage 2 attend parish mass as a class two times during the academic year.

Other special liturgies and services during the year include: the Harvest Festival Liturgy, St Cuthbert Mayne Feast Day service, the Advent Service, Nativity plays and Marian Liturgy.

Key Stage 2 children are provided with the opportunity to receive the Sacrament of Reconciliation during Lent. In addition, children are invited to reflect on the Stations of the Cross, supported by the Parish Priest in class workshops.

During the months of May and October, the community is invited to pray the Rosary.

St. Cuthbert Mayne is a Catholic Primary School in the Diocese of Arundel and Brighton. We are a smaller than average primary school. The percentage of Catholic teachers is high for our Diocese and just above national and the number of pupils is below the average for our diocese and nationally. Therefore we have made the following considerations:

Mass

- As a Catholic member of staff, our Prayer and Liturgy lead oversees the planning of Masses with support from teachers and our Parish Priest.
- Children are supported to understand that they only receive Holy Communion if they have received their First Holy Communion, otherwise they place their hands across their chests. Names of children who have received their Holy Communion are shared with staff.

Celebration of the Word Assemblies

- We expect the children to enter Whole School Celebration of the Word quietly, children are invited to put their hands together as they enter. All children are expected to be respectful to each other by sitting still and quietly.
- Children are invited to greet the Gospel by singing an Alleluia but we remain seated. Responses are shared on a screen so that children who want to can join in.

Class Prayer

- We start and end the day with prayer and have a prayer before or after lunch. Whilst we have school prayers for these occasions, spontaneous prayer or appropriate alternatives may also be used.
- Teachers often make use of the Mark 10 Mission materials or resources in Ten: Ten for prayer too.

Other sacraments and liturgies

- Reconciliation is offered to children in KS2 who have made their First Reconciliation. Children who have not received the sacrament are given the opportunity to see Fr. Alistair for a "chat" if they wish.
- For Ash Wednesday, KS2 attend the Parish Mass if this falls in term time and KS1 can receive ashes in a age appropriate liturgy in school with Fr. Alistair. Children are invited to receive ashes if they wish to.
- Holy Week is celebrated through liturgies in school when it takes place in term time. Groups of children have also joined St. Joseph's Special School for their Holy Week Liturgy too.

Music (refer to 6.2 of the PLD)

- We always try to link the music that is used for liturgy with the theme of the readings and consider the season of the church year. We often use the songs from Mark 10 Mission to support liturgies in school, as well as a repertoire of more traditional hymns. Fraser Ellson, Choral Director for the Diocese also works with us to support our use of music.

5. 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.

6. 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.

7. 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.

8. Review

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.