



**Our Lady's Catholic  
Primary Academy**



# **COLLECTIVE WORSHIP POLICY**



July 2019

## Our Lady's Primary Academy Collective Worship Policy

### **Mission Statement**

*At Our Lady of Perpetual Succour Catholic Academy we 'learn to love and love to learn'. We are a Catholic community, guided by the light of Christ and working in partnership with parents and parish, every member is encouraged to grow in their faith and give witness to others.*

*We are an exciting learning community where every child is given the opportunity to enjoy reaching their full potential – intellectually, spiritually, physically and creatively.*

*We are a loving community where each person is cared for as a unique gift from God and can grow socially and emotionally in a happy and safe atmosphere of mutual love and respect.*

### **The Nature of Collective Worship**

We believe that Christian worship in a Catholic school names and celebrates God's presence in our lives. When we celebrate through collective worship we give glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into a 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.'

(Rev M. Stock 2005)

### **Legal Requirements**

We acknowledge the legal requirement that there must be a daily act of worship 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. We understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. We also acknowledge that 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 included under any part of the curriculum, including religious education.

At Our Lady's Academy, responsibility for Collective Worship rests with the Governing Body after consultation with the Head Teacher and Re Leader.

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, within the Come and See RE curriculum.

## **The Place of Collective Worship in the Life of Our Lady's Academy**

Worship in Our Lady's Academy is more than just a legal requirement. It is an integral part of school life and central to the daily Catholic tradition.

Collective worship takes into account the religious and educational needs of all who share in it, including:

- 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;
- Those from other faith backgrounds.

## **The Aims of Collective Worship**

Collective Worship at Our Lady's Academy aims to provide opportunities for all pupils and staff:

- To contemplate the mystery of God
- To reflect on spiritual and moral issues
- To explore personal beliefs
- To respond to and to celebrate life
- To experience a sense of belonging and to develop community spirit
- To develop a common ethos and shared values
- To enrich religious experience
- To grow in liturgical understanding and development
- To pray using 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 Our Lady's Academy will:

- Give glory and honour to God;
- Be a quality activity, fundamental to the life of the school and its Catholic character;
- Enable pupils to develop skills so that they can prepare, organise and lead worship;
- 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.
- Celebrations will be appropriate to the age and groupings of the children.

## Planning, content and celebration

At Our Lady's Academy collective worship themes are planned following the Church's seasons, Come and See, feast days, the curriculum and significant dates, for example Remembrance, Anti-Bullying Week and The Harvest and they may be guided by the themes of a Jubilee year or the Bishop's Mission. All collective worship follows the same sequence: gather, Word, response and mission. A variety of prayer styles will be used appropriate to the age of the children and the occasion. Parish and parents are invited to participate in celebrations wherever possible.

The timetable of Collective Worship is as below.

Day	Session	Time/Length	Venue
Monday	Whole School CW Mrs Toner works on a rota to deliver CW based on the school value and its links to scripture	9.05/10.15am/20-30mins	Hall
Tuesday	Worship Assembly Worship through singing prayers, singing in response to the wonder of God's love and awe of God's creation.	2.40pm / 30mins	Hall
Wednesday	KS1 and KS2 CW led by members of the SLT and class Teachers Follows the theme established during the Monday CW at a more age-appropriate level – to challenge/support, as required.	9:05/10.15am/ 20-30mins	Hall
Thursday	Class based CW – children plan as a team Follow a theme agreed with class teacher (often related to the week's theme or Come and See topic).	9.00am/2.45pm 20mins	Class or Outside
Alternate Friday's	<p align="center"><b>Special Mention Assembly</b></p> <p align="center">Missionary medals are awarded to each class.</p> <p align="center">Class teachers celebrate the achievements of the children, offering their good work and deeds to God in a collective act of worship. Parents of children receiving awards are warmly invited and attend in good numbers.</p>		

Throughout the year, this timetable may change, for example, during Advent and Lent the school holds reflection days to highlight the extra importance of these key times in the Churches liturgical year.

Our School Chaplaincy Team, take responsibility for our community liturgy every other Monday afternoon. They promote CAFOD projects e.g Brighten up for Harvest and develop a greater understanding of Our Lady's Mission through the liturgies they lead.

During class based worship, a small group of children lead a planned collective worship based on an agreed theme. The planning of this worship takes place on the Wednesday prior to the Thursday on which it takes place. Children use the 'See, Hear, Think, Do' planning grid and are supported by the Let Us Pray resources. Like in all liturgies, the child-led liturgy should follow the standard sequence: gather, Word, response, mission. After leading the collective worship, the children keep a record of this in their class worship book (approximately every third session). Children participate in an evaluation session in order to create further depth and opportunities next time their turn to plan comes around.

## Roles and expectations of the children when planning collective worship

Children should be able to:

EYFS	Create a prayerful focus ready for the liturgy, choosing appropriate items to display (from a selection prepared by the teacher).
Key Stage 1	Give clear reasons for the items they have chosen to display on the prayer space focus. Select an appropriate reading (from a selected set). Be involved in choosing the music Follow the 'gather, Word, response and Mission' with support. Ideas may be brief and may require the facilitator to expand upon them.
Key Stage 2	Plan a well sequenced liturgy, including all essential aspects. Develop greater creativity, particularly within the 'gather' and 'response' section, as they progress through KS2. Select meaningful biblical extracts, carefully linked to the theme. Consider and make links with the school's wider community and parish. Make links with current affairs and the Bishop's themes of encounter, discipleship and missionary discipleship wherever possible.

*This is not a definitive/absolute list, but progression of pupil's skills in leading collective worship is evident throughout the school.*

Children should always be supported during the collective worship planning process to ensure they achieve the desired level of depth and experience.

### **Staff prayer**

Staff prayer takes place each Wednesday morning (8:15am), when all school staff members are encouraged to come together in prayer. Each week, a different member of staff is responsible for leading the prayer session. This is a special few moments in the school week where staff members are encouraged to develop their own faith and spirituality, no matter what their faith background. Through prayer, staff members take time to reflect upon aspects of home and school life and are reminded of how unique our school community are, nourished by God at the centre.

### **Recording**

Class collective worship takes place weekly and planning sheets are kept by the class teacher. More detailed evidence is recorded in class scrap books at least twice every half term.

### **Monitoring and Evaluation**

Collective Worship is monitored using the Collective Worship monitoring form, (Appendix 1). Class based collective worship is monitored throughout the year, more frequently upon request where teachers feel they would value support. Informal monitoring takes place in the Advent Term and scheduled monitoring takes place in the Lent Term. Class teachers regularly invite SLT members to share their class worship.

Following monitoring, training needs will be identified and outcomes used to inform the current SEF/Action plan.

## **Resources**

Our Lady's Academy Head Teacher has overall responsibility for the Collective Worship resources. However, each class has a Liturgy Box, which is accessible to staff members and children. Included in the class resources are liturgical cloths (green, white, red and purple) representing the colours of the liturgical year; crucifix, crosses, rosary beads, candles, pictures (e.g. images of Mary, the Holy Spirit, the Sacred Heart of Jesus...) and a variety of different resources to be used in collective worship (pebbles, chalk, mirrors etc.).

Children must have full access to a variety of resources and be encouraged to use resources from the indoor and outdoor environment when planning and leading collective worship, in order to promote awe and wonder.

## **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.

*Rev M Stock, 2005*

From the moment children, parents, members of our school community and friends / visitors come in to our school, they are greeted with a focal point which reflects our school ethos and values. In each classroom and throughout the school, focal points 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 alive in our school, vividly reminding all who work, play and pray together here that we are walking hand in hand with God.

## **Retreats**

Year 6 children visit The Briars Residential Youth Centre (Crich, Derbyshire) in the Pentecost term. Children recognise that they are growing emotionally, socially, intellectually and physically, and are reminded during this retreat that they can grow stronger with God in their heart. The children are given opportunities to deepen their faith and speak proudly about it, without fear of others' and peer pressure. Class 6 children are also encouraged to consider their faith as they prepare for transition to secondary school and benefit from the guidance of our chaplains who support them through this process.

Retreat days take place on a rolling programme throughout the year. Each class, from Nursery to Year 6, spend a half day with our school chaplains – Francis Daw & Issie McElhone, to develop spirituality, different prayer styles and provide opportunities for quiet reflection based on liturgical themes and Come and See topics, agreed by the Leadership Team (appendix 2)

## **Other opportunities**

We take every opportunity to seek chances to visit groups within the local community, in order to share prayers and offer Jesus' love and friendship beyond our school building. Some examples of this are:

Our foundation and key stage 1 children put on a wonderful Christmas service each

year, telling the story of the birth of Our Lord Jesus Christ. This is exceptionally well attended and a wonderful opportunity for our school and Parish community to gather together to celebrate the joy of His birth

Children lead Stations of the Cross in the Church during Holy Week and parishioners are invited to attend this service.

We have strong links with the Poor Clare Sisters and our Parish Community.

### **Eucharist**

Eucharist celebrations are held of significant importance at Our Lady's Academy. School masses are held at the start of each term and to celebrate the end of each academic year. Children are given the opportunity to attend weekday mass at Our Lady's Church on a rolling programme. This equates to once every term for every child.

Opportunities for children to plan and participate in school masses are maximised. Wherever possible, parents and members of the school and parish community are warmly invited.

Children in Year 3 will be supported through prayer and encouragement as they prepare and celebrate the Sacrament of Reconciliation and Sacrament of the Eucharist. Preparation classes take place weekly after school for several weeks and are facilitated by Fr John and members of the Parish Community. The Holy Communion Masses are well attended by staff from the school, supporting the pupils on their special day. When each child has celebrated this wonderful sacrament, we invite them and their families to celebrate mass again all together in school. Children relish the opportunity to wear their special clothes, receive Jesus again and share a meal of thanksgiving together with their families.

### **The coordinator for Collective Worship**

Celine Toner (Headteacher) and Ella Smallwood (RE Lead) work closely together to ensure Collective Worship is of an outstanding standard at Our Lady's Academy. Responsibilities are outlined in Appendix 3.

### **Policy Monitoring and Review**

This policy is monitored by the Head Teacher and is evaluated and reviewed by the whole school staff and governors every two years, as detailed below. The Foundation Governors in particular will play a most important role.

**Completed by:** Celine Toner

**Date:** July 2020

**Approved by Governors:** 26<sup>th</sup> September 2020

**To be reviewed:** September 2021



**Monitoring of Collective Worship**

We use the template sheets for staff and pupils supplied by NRCDYS

## Appendix 2

### COLLECTIVE WORSHIP/STLB/VALUES/RE TOPICS/THEMED WEEKS

#### ADVENT TERM 2019

W/C	Value	Mon	Tue	Wed	Thurs	Fri	RE Theme
2/9/19	I know that I belong in a community that includes my school  Kindness	INSET	WSA (LV)	Hymn Practice 2.40pm		PSHE/Values/Character Curriculum	Domestic Church Family
9/9/19	We are all special  Appreciation	Chaplaincy Team Liturgy	Activity Leaders Day – Y5 – hall pm	Hymn Practice 2.40pm	Class Liturgies	INSET – Talk for Writing	
16/9/19	I can say one good thing about myself  Respect	WSA (CT)  Issie – mass preparation and practice	KS1 9.05am KS2 10.15am (LV)	Hymn Practice 2pm	Mass – Celebration of the beginning of Year 9.10am	Congrats (LV)	
23/9/19	I listen to what you say. I show that I am listening to you  Responsibility	Chaplaincy Team Liturgy	KS1 9.05am KS2 10.15am (KO)	Hymn Practice 2.40pm	Class Liturgies	PSHE/Values/ Character Curriculum	
30/9/19	I co-operate with others in work and play  Honesty	WSA (CT) DPS Visit – CW/CL	KS1 9.05am KS2 10.15am (LV)	Hymn Practice 2.40pm	Class Liturgies	Congrats (LV)	Other Faith Week - Judaism
7/10/19	I can say how I feel  Resilience	Chaplaincy Team Liturgy	KS1 9.05am KS2 10.15am (KO)  Y3/4 Yorkshire Wildlife Park	Hymn Practice 2.30pm-2.50pm (earlier due to parents' evening)	Class Liturgies	Harvest Assembly 9.05am	Baptism/ Confirmation Belonging
14/10/19  House Award	I know we are happiest when we are united  Commitment	WSA (LV)	Growth Mindset Wkshops (Y1-Y6)	Growth Mindset Assembly – 2.45pm	Class Liturgies	PSHE/Values/ Character Curriculum	
<b>HALF TERM</b>							
4/11/19	I try to follow our school and classroom rules  Kindness	Chaplaincy Team Liturgy All Saints (1 <sup>st</sup> Nov)	KS1 9.05am (CC) KS2 10.15am (AC)	Hymn Practice 2.40pm	Class Liturgies  DPS Visit - obs/books  bCyberwise workshops (Y3-Y6)	Congrats (LV)	
11/11/19	I understand that rights match responsibility  Respect	WSA (LV)	KS1 9.05am (KM) KS2 10.15am (LN)	Hymn Practice 2.40pm	Class Liturgies	Y4 – 'Change Starts with Us'	

<b>18/11/19</b>	I know what to do if I see anyone being hurt  Responsibility	Chaplaincy Team Liturgy	KS1 9.05am (LT) KS2 10.15am (LP)	Hymn Practice 2.40pm	Class Liturgies	Congrats (KO)	Anti-bullying Week – 'Change starts with us'
<b>25/11/19</b>	I try to stand up for myself and others without hurting others  Resilience	Advent Reflection Day  (Tom and Issie will join us)		KS2 2.45am (SM)  No Hymn Practice	Class Liturgies	KS1 9.05am or time to suit staff (SH) PSHE/Values/ Character Curriculum	Advent/Christmas Loving
<b>2/12/19</b>	I try to be just and fair  Honesty	WSA (LV)	KS1 9.05am (RH) KS2 10.15am (KO)	Hymn Practice 2.40pm		Congrats (LV)	
<b>9/12/19</b>  Christmas Performances	I can work, play rest and pray each day  Commitment	Chaplaincy Team Liturgy					
<b>16/12/19</b>  Attendance + House Awards	I can laugh and have fun  Appreciation						

- Whole school assembly and Chaplaincy Team Liturgies on Monday will be at 2.50pm. They will focus on Statements to Live By/Feast Days/Current Affairs
- Key Stage Assemblies on Tuesdays will focus on the school value – ensure there is always a link to scripture and time for silent prayer. KS1 assemblies will be more of a retell and KS2 will explore in more depth
- During Hymn Practice, a group from each class will plan a Liturgy for their class for the next day with teacher/TA – please record these in the Collective Worship Books
- A child from each key stage will be awarded the *Mission Cup* during Congratulations Assemblies

## **The Role of the Coordinator 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 to carry out their legal responsibilities with regard to 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 governors 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 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 Religious Education (David Quinn)

### **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